CITY OF FOREST PARK

# DEVELOPMENT AUTHORITY REGULAR MEETING

Wednesday, July 22, 2026, at 5:30 PM
City Hall - Council Chambers

---


City Website
Phone (404) 363.2454

**ECONOMIC DEVELOPMENT**
745 Forest Parkway
Forest Park, GA 30297


**Hector Gutierrez, Chair**
**Rhonda Wright, Vice Chair**
**Daniel Ray Allen, Board Member**
**Felicia Davis, Board Member**
**Victoria Williams, Board Member**
**Lois Wright, Board Member**
**Kirby A. Glaze, Eq.**

**Rochelle B. Dennis, Economic Development Director**

**VIRTUAL MEETING NOTICE:** Meetings will be available on Forest Park's YouTube Channel

## MINUTES

**CALL TO ORDER/WELCOME:** Chairman Hector Gutierriez called the Development Authority Regular Meeting to order on June 22, 2026, at 5:35 p.m.

**ROLL CALL**

**PRESENT**
Hector Gutierrez
Rhonda Wright (arrived at 5:40 p.m.)
Felicia Davis
Victoria Williams
Lois Wright (arrived at 5:53 p.m.)

**ALSO PRESENT**
Kirby Glaze, Esq., DA General Counsel
Carl Geffken, City Manager
Rochelle B. Dennis, Economic Development Director
Tony Lamar, Senior Accountant
Charise Clay, Main Street Manager
Dieuvalda Lamartiniere, Economic Development Staff Assistant

## APPROVAL OF MINUTES

1. **Approval of May 27, 2026, Development Authority Regular Board Meeting Minutes**

   Victoria Williams made a motion to approve the May 27, 2026, Regular Meeting minutes as submitted. Felicia Davis seconded the motion. The motion unanimously passed.

2. **Approval of June 24, 2026, Strategic Board Retreat Minutes**

   Victoria Williams made a motion to approve the June 24, 2026, Strategic Board Retreat minutes as submitted. Felicia Davis seconded the motion. The motion unanimously passed.

## PUBLIC COMMENTS

There were no public comments.

### City Manager Introduction

The meeting included a brief introduction of Carl Geffken, the City of Forest Park's new City Manager. Mr. Geffken expressed his appreciation to the Mayor and Council for the opportunity to serve and stated that he looks forward to learning about the community and working collaboratively to help move Forest Park forward.

Mr. Geffken briefly shared his professional background, including prior leadership roles in Fort Smith, Arkansas; Reading and Berks County, Pennsylvania; and 16 years with the City of New York. He also shared that he is originally from New York City and has lived and worked in several communities throughout his career.

Mayor and Council welcomed Mr. Geffken to Forest Park and expressed appreciation for his willingness to serve the City.

## LEGAL UPDATE

3. **Project Update: Georgia Utility Contractors Association (794 Main Street): Closing and Deed to Secure Debt**

   Director Dennis provided an update regarding the Georgia Utility Contractors Association (GUCA) project at 794 Main Street. She reported that the property sale officially closed that day, marking the completion of a lengthy development and closing process.

   The Development Authority worked with GUCA over the past year to address outstanding requirements, including clearing the deed to secure debt and resolving title matters. The transaction will result in a $150,000 payment to the Development Authority, and the property is now officially removed from the Authority's development portfolio.

GUCA plans to move forward with expansion of its training facility and is expected to begin working with the Planning and Community Development Department to obtain the necessary permits. Construction activity is anticipated to begin shortly.

Director Dennis and legal counsel expressed appreciation for the Board's patience and continued support throughout the process. The Board acknowledged the successful closing and welcomed the progress toward redevelopment of the property.

Mr. Glaze also provided the executed closing statement and $150,000 check from the Georgia Utility Contractors Association closing for 794 Main Street. He reported that GUCA has received pricing from two contractors and is obtaining a third estimate, with a groundbreaking anticipated within approximately three and a half to four months.

## FINANCE UPDATE

4. **June 2026 Finance Report**

Senior Accounting Manager Lamar presented the Development Authority's June 2026 financial report.

As of June 30, 2026, the Development Authority Fund reported $13,411.78 in year-to-date revenue and net expenditure credits of $(229,102.05), producing an operating surplus of $242,513.83 before other financing activity. A negative $249,856.00 entry in the Operating Transfer In/General account reduced the final year-end result to a net deficit of $7,342.17.

Activity from April through June was limited. Revenue increased by $361.92 from interest earnings, while banking and credit-card fees increased by $1,468.55. Rent-related revenue remained unchanged and represented approximately 97.3% of total revenue. Outstanding encumbrances declined from $33.82 at April 30 to $0.00 at June 30.

The year-end results should be considered preliminary because the reported operating surplus is driven by substantial expenditure credits or reversals rather than recurring operating revenue. Priority follow-up includes reconciling the repairs and maintenance and professional services credits, confirming the direction and classification of the $249,856.00 financing entry, and distinguishing cash lease receipts from noncash GASB 87 accounting recognition. The report contains no adopted budget amounts, preventing meaningful budget-to-actual analysis.

Staff provided an update on the ongoing transition and cleanup of the Development Authority's finances, which were transferred back in-house to the City in April 2026. Staff is working with the Finance Department to reconcile and process outstanding FY2025-26 expenses.

5. **Outstanding Expenses Report**

Outstanding expenses are currently estimated at approximately $45,000–$47,000, including approximately $34,000 in legal fees. These expenses will initially be processed through the City's FY2025-26 budget, with the Development Authority reimbursing the City from its FY2026-27 funds. Staff noted that a small number of additional expenses may still need to be added to the current reconciliation.

Staff also identified several charges requiring further review, including stormwater charges associated with 330 Forest Parkway and charges for Springdale properties that may be City-owned rather than Development Authority-owned.

Following receipt of the $150,000 proceeds from the 794 Main Street sale, staff advised the Board that a significant portion will be needed to satisfy outstanding expenses. Staff emphasized the importance of completing the financial cleanup before establishing future spending plans.

Staff will continue working with Finance to complete a comprehensive review of outstanding obligations and plans to provide the Board with a 12-month projection of anticipated expenses and a more accurate financial position at the next meeting.

6. **Update: Rent Roll Report**

Staff provided a brief update on the rent roll. The dentist tenant is currently up to date through June. The Development Authority received the tenant's June lease payment and June promissory note payment**.**

As of the meeting, the Authority had not yet received the July lease payment or July promissory note payment**.** Staff noted that the tenant's outstanding July payments would be addressed further in connection with the HVAC situation at the property.

7. **PILOT Payment Update**

Attorney Kirby Glaze provided an update regarding the proposed amendment to the Economic Development Agreement between the Development Authority and the City concerning annual PILOT payments.

Regarding the PILOT payments, Mr. Glaze reported that he has prepared a proposed First Amendment to the Economic Development Agreement, which would allow the Development Authority to retain $225,000 annually from the PILOT payments to support its ongoing operating expenses. The proposed amendment has been circulated to the City Attorney, Finance Department, financial advisor, and Economic Development staff for review and comment.

The amendment is intended to become effective with the next PILOT payment, anticipated by October 1, 2026. The parties are also discussing whether the amendment could be applied retroactively to the current PILOT payment, which remains in the Development Authority's bank account. No final decision regarding retroactive application had been reached at the time of the meeting.

Mr. Glaze confirmed that the draft amendment will be circulated to the Board for review and will ultimately require approval by both the Development Authority and Mayor and Council before becoming effective. Staff indicated that they would continue pursuing the retroactive application of the $225,000 retention amount as part of the ongoing negotiations.

**OLD BUSINESS**

8. **Property Landscaping Update**

Staff provided an update on the Development Authority's landscaping RFP, noting that this was the first time the landscaping services had been solicited through a formal public bidding process using OpenGov. Staff emphasized that proposals were evaluated not only on annual cost, but also on minimum qualifications, required documentation, licensing, equipment, staffing, experience, and the overall scope of services offered.

The RFP covers landscaping and lawn maintenance for the Authority's Main Street and off-Main Street properties, with additional optional services identified. Staff noted that the solicitation was structured to clarify expectations regarding mowing, edging, blowing, debris and trash removal, and service frequency based on issues experienced with prior landscaping contracts.

Board members discussed vendor pricing and qualifications, including licensing and pesticide certification requirements. Staff explained that differences in pricing may reflect the varying levels of landscaping, lawn maintenance, and specialized services included in each proposal.

Staff reported that the Authority's properties are currently being maintained on an as-needed basis by the prior landscaping vendor while the new contract is finalized. Staff also agreed to provide additional information regarding which bidders are local and whether they have MWBE status for consideration in future solicitations.

The Board discussed moving forward with Shalom as the preferred vendor based on the submitted pricing and qualifications. The proposed contract would be for one year, with provisions allowing the Authority to terminate with appropriate notice if service levels are not satisfactory.

Daniel Allen made a motion to approve a landscaping contract for one year with Shalom. Hector Gutierrez seconded the motion. The motion unanimously passed.

9. **Update: 670 Main Street Lease**

Staff provided an update regarding 670 Main Street, a Development Authority-owned property adjacent to Liberty Church. The property has been used by the church for pop-up activities and overflow parking while the parties continue discussions regarding a formal lease agreement.

Staff confirmed the required parking language with Attorney Glaze and has submitted a request to the Public Works Sign Department to install "No Parking" signage on the property. The signage is intended to clarify that the property is not available for public parking and to reduce liability exposure for the Development Authority.

Attorney Glaze explained that the signage will also provide notice that individuals who park on the property may be responsible for damages they cause to the property. Because the Authority is aware that individuals are currently accessing and using the property, he recommended taking proactive steps to establish that such use is not authorized.

Staff reported that a certified letter containing a draft lease and proposed terms was previously sent to Liberty Church. Follow-up communications have occurred, but discussions have recently stalled. Staff will continue efforts to re-engage the church and negotiate a formal lease agreement.

The Board also requested that similar signage be installed at 850 Main Street, where unauthorized parking has been an ongoing concern. Staff confirmed that signage can be fabricated and installed at that location as well.

10. **Update: Development Authority Property List**

Staff provided an updated overview of the Development Authority's property portfolio. 794 Main Street and 0 North Lake Drive have been removed from the Authority's property list following confirmation that they are no longer Authority-owned properties. 371 Central Avenue was also removed after staff confirmed that the Authority does not own the property.

Staff and legal counsel also clarified ownership of 890 Conley Drive, a vacant approximately seven-acre site near Jonesboro Road that was previously believed to be associated with the Clayton County Land Bank and potentially the Downtown Development Authority. After reviewing the deed and conducting additional research, staff confirmed that the property is owned by the City of Forest Park and is therefore not currently part of any board authority's property portfolio.

The Board discussed the potential for 890 Conley Drive to become a significant redevelopment opportunity, potentially supporting a townhome, mixed-use, or public-private partnership development. The site's location, existing infrastructure, approximately seven-acre size, and proximity to Jonesboro Road and I-285 were identified as potential advantages. However, staff and counsel noted that additional site work, demolition, and preparation would likely be necessary before redevelopment.

Attorney Glaze recommended that the Authority first determine whether the City is willing to enter into an Intergovernmental Agreement (IGA) that would provide the Authority with sufficient control to explore redevelopment opportunities. Under the proposed approach, the Authority could identify potential developers and negotiate a redevelopment concept, while the City would retain involvement and final approval over the property's disposition. The Board further discussed the potential benefits of incorporating the property into the City's Urban Redevelopment Plan, including the ability to establish desired development parameters before soliciting private-sector interest.

Daniel Allen made a motion directing staff to engage the City of Forest Park to determine whether the City is interested in pursuing an IGA with the Development Authority for the potential redevelopment of 890 Conley Drive. Felicia Davis seconded the motion. The motion unanimously passed.

## NEW BUSINESS

### 11. 850 Main Street HVAC Assessment

Staff provided an update regarding the HVAC system serving the dentist's suite at 848 Main Street**.** The existing HVAC system is an R-22 system, which has been obsolete for approximately 15 years. An initial temporary repair was completed; however, a subsequent assessment determined that the HVAC systems throughout the building are nearing the end of their useful life.

The assessment recommends replacing all six HVAC systems, at an estimated total cost of approximately $49,000. Staff recommended deferring the full replacement at this time while discussions continue with the Downtown Development Authority regarding a potential partnership or redevelopment of 850 Main Street.

Because the dentist's suite still requires immediate attention, staff requested authorization to proceed with necessary repairs to restore adequate cooling, with an amount not to exceed $5,000. Staff subsequently confirmed that the anticipated cost for the immediate repair is approximately $2,500.

Felicia Davis made a motion to approve the HCAC Repairs at 848 Main Street in an amount not to exceed $5,000. Lois Wright seconded the motion. The motion unanimously passed.

Staff will continue working toward a longer-term strategy for replacement of the building's HVAC systems and will return to the Board if additional authorization is needed.

### 12. Review of 850 Main Street Signage Proposal

Staff also referenced a proposal from Marc Norworthy and Co. for Main Street signage associated with 850 Main Street. No Board action was requested at this time, as the proposed signage is contingent upon the ongoing discussions regarding a potential partnership between the Development Authority and Downtown Development Authority for the property.

### 13. Review of 842 Main Street Redevelopment Architecture & Engineering Proposal

Staff provided an update on the proposed redevelopment of 842 Main Street, a vacant site adjacent to 850 Main Street within the Downtown Main Street District and Arts & Entertainment Overlay District. The concept under consideration is a container village intended to create a new destination and support arts, entertainment, and small business activity.

Staff noted that the City's current ordinances do not permit container development, and Planning and Community Development is actively researching the necessary zoning and ordinance changes. In addition, the project will require appropriate site planning, architecture, and engineering before development can proceed.

Precision Planning submitted a $38,000 conceptual architecture and engineering proposal, with an optional $10,000 professional rendering component. The Board discussed the importance of advancing the concept while also being mindful of the Authority's resources and its broader strategic role.

The Board discussed the potential for 842 Main Street to become a collaborative project among the Development Authority, Downtown Development Authority, and potentially the Urban Redevelopment Agency. Members emphasized the importance of the upcoming joint board retreat as an opportunity to establish priorities, clarify the appropriate role of each authority, and "right-size" projects based on available resources and statutory responsibilities.

Rather than immediately committing to the proposed A&E expenditure, the Board discussed obtaining additional pricing and exploring alternative approaches, including whether a qualified land planner could provide some of the necessary services at a lower cost. Staff agreed to explore additional options while maintaining momentum on the project.

Staff also provided an update on 850 Main Street, confirming that discussions with the DDA regarding a potential partnership for redevelopment would take place at the DDA's upcoming retreat. No further investment in the property is recommended until the authorities have an opportunity to determine whether a collaborative redevelopment strategy is appropriate.

The discussion emphasized the broader strategic objective of developing a clear vision for downtown Forest Park, identifying projects that can be advanced collaboratively, and using the respective authorities' resources and capabilities more effectively rather than pursuing projects independently.

**Planning Update – Container Development Ordinance**
Interim Planning Director SaVaughn Irons Kumassah joined the meeting by phone and provided additional clarification regarding the proposed container development ordinance. She explained that Planning staff is actively researching how to establish regulations that appropriately accommodate container development within Forest Park, particularly within the Downtown Main Street and Arts & Entertainment Overlay District.

The ordinance will need to address factors including location, quantity, materials, height, width, spacing, and other development standards to ensure container development is appropriately scaled for Forest Park and its population. Planning staff is consulting with legal counsel and reviewing examples from other jurisdictions while developing regulations specific to the City.

Director Kumassah indicated that staff is actively working on the ordinance and anticipates that a draft framework could potentially be completed within the next two-month cycle, subject to continued research and review.

## ECONOMIC DEVELOPMENT UPDATE

14. **Economic Development Update**

Director Dennis provided two final updates. She announced that Smoothie King is officially coming to Forest Park, with a planned opening in December 2026 at Forest Square, located behind the Chick-fil-A shopping center. She recognized Main Street Manager Charise Clay for her nearly year-long effort to identify a location and successfully bring the business to Forest Park. Director Dennis expressed appreciation to Smoothie King for choosing Forest Park as its new home.

Director Dennis also congratulated Ms. Clay on her invitation to serve on the Clayton County Chamber of Commerce Young Professional Advocacy Board and recognized staff member Dieuvalda Lamartiniere on her recent birthday.

Director Dennis provided an update on the Authority's efforts to reduce the significant amount of paper used to prepare meeting materials. Staff is working toward transitioning Board members to electronic meeting packets using the tablets already available in the meeting room. The goal is to have the electronic system operational by the August meeting, with Board members able to access and navigate the complete agenda packet electronically. Nameplates will also be provided at the dais.

## EXECUTIVE SESSION - Personnel, Litigation, Real Estate or Cyber Security OCGA § 50-14-1

## ADJOURNMENT

Felicia Davis made a motion to adjourn the meeting. Victoria Williams seconded the motion. The motion unanimously passed. The meeting adjourned at 6:57 p.m.