



CITY COUNCIL WORK SESSION

Tuesday, September 05, 2023 at 6:00 PM
Council Chambers and YouTube Livestream

Website: www.forestparkga.gov
YouTube: <https://bit.ly/3c28p0A>
Phone Number: (404) 366.4720

FOREST PARK CITY HALL
745 Forest Parkway
Forest Park, GA 30297

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
The Honorable Hector Gutierrez
The Honorable Allan Mears

The Honorable Dabouze Antoine
The Honorable Latresa Akins-Wells

Ricky L. Clark Jr, City Manager
Michelle Hood, Interim City Clerk
Mike Williams, City Attorney

AGENDA

VIRTUAL NOTICE

To watch the meeting via YouTube - <https://bit.ly/3c28p0A>

The Council Meetings will be livestream and available on the City's

YouTube page - "*City of Forest Park GA*"

CALL TO ORDER/WELCOME:

ROLL CALL:

OLD BUSINESS:

1. **Council Discussion and Approval of Conditional Use Permit (CUP-2023-04)- 5370 Ash Street –**
Planning & Community Development

Background/History:

The applicant is requesting a Conditional Use Permit to operate a private school and daycare for students, specializing in STEM learning methodology at 5370 Ash St. This property is located within the Single-Family Residential District (RS). Per Section 8-8-28 Single Family Residential District (RS), Places of worship, private schools, and daycare centers require conditional use permits to operate in the Single-Family Residential District. A church currently exists on the subject property. The Planning Commission recommended the **Denial of a Conditional Use Permit** at its meeting on June 15, 2023, based on the potential of a liability of children and adult activities that include clinics, recovering alcoholics and offenders mixing. The following combination would not be allowed as a combined use. The City Council tabled this

item for 30-days at the August 7, 2023, meeting to allow time to receive additional information from the applicant.

NEW BUSINESS:

2. **Council Discussion and Approval of Use of Summary Minutes in Lieu of Verbatim Minutes – Executive Offices**

Background/History:

The Open Meetings Act further requires that minutes of Council meetings be prepared and available for public inspection. However, verbatim minutes are not required under the Open Meetings Act. Instead the Open Meetings Act provides that the minutes “shall be promptly recorded and such records shall be open to public inspection once approved as official by the agency or its committee, but in no case later than immediately following its next regular meeting” and that such minutes “shall, at a minimum, include the names of the members present at the meeting, a description of each motion or other proposal made, the identity of the persons making and seconding the motion or other proposal, and a record of all votes. The name of each person voting for or against a proposal shall be recorded.”

It is proposed that the City of Forest Park discontinue the preparation of verbatim minutes of its public meetings and begin to utilize summary or action minutes meeting the minimum requirements of the Open Meetings Act. Additionally, City Council meetings will continue to be audio and/or video recorded.

3. **Council Discussion and Approval of Animal Control Agreements with Lake City and Riverdale– Police Department and Legal**

Background/History:

It is proposed that the city update its intergovernmental agreement with Lake City under which Forest Park provides certain animal control services to Lake City. The agreement was last updated in 2011. It is also proposed that the identical agreement be used to provide animal control services for the City of Riverdale.

Under the new agreement, the basic services would remain the same. However, the fees have increased as follows:

Increase from \$6 to \$15 per day for kenneling of animals

Increase from \$40 to \$50 for animal disposal

Increase from \$15 to \$35 for pickup fee for all animals collected during normal business hours

Increase from \$60 to \$75 for pickup fee for animals collected outside of normal business hours

The agreement also provides that all fines and fees collected in any municipal court (Lake City or Riverdale) for animal control violations will be paid to Forest Park to offset some its expenses in providing animal control services.

4. **Council Discussion and Approval of Truck Operating Hours Ordinance – Police Department and Legal**

Background/History:

It is proposed that the city ordinance be amended to prohibit tractor trailers and large trucks from operating in residential areas between 10pm and 7am. Our current ordinance does not sufficiently address the matter of trucks operating in or around residential areas.

This ordinance would prohibit the operation of excessively loud trucks or engines within any residential area, or within a radius of 500 feet therefrom. Additionally, no truck, tractor or large truck shall be allowed to enter, park or stand within any residential area between the hours of 10pm and 7am.

5. **Council Discussion and Approval of Resolution to Request Local Legislation to Increase Hotel-Motel Tax** – Executive Offices and Legal

Background/History:

It is proposed that the City Council initiate the process of increasing the hotel-motel tax to 8% by approving a resolution calling on the Clayton County Legislative Delegation to pass local legislation authorizing the City of Forest Park to do so.

The City currently imposes a 3% hotel-motel tax. State law provides that cities can increase the tax to up to 8% after adopting a resolution urging the passage of local legislation by the Georgia General Assembly. Once the local legislation is approved by the General Assembly, the City may thereafter approve an ordinance providing for the increased tax and the usage of the additional revenue.

Under the State law, the revenue from the tax must be used as follows:

The first 3% may be used for general fund purposes.

The next 3.5% must be used for promoting tourism, conventions, and trade shows within Forest Park by contracting with a destination marketing organization (such as a convention and visitor's bureau) for such purpose.

Any amount of the final 1.5% that is not used for promoting tourism, conventions, and trade shows shall be expended for tourism product development.

State law defines "Tourism product development" as the expenditure of funds for the creation or expansion of physical attractions which are available and open to the public and which improve destination appeal to visitors, support visitors' experience, and are used by visitors. Such expenditures may include capital costs and operating expenses. Some specifically named items in the state code include:

Meeting, convention, exhibit, and public assembly facilities;

Visitor information and welcome centers;

Wayfinding signage;

Museums, art galleries, gardens;

Parks, trails, and other recreational facilities; or

Performing arts facilities.

6. **Council Discussion and Approval of Resolution Recognizing Cancellation of 2023 Municipal Elections** – Executive Offices and Legal

Background/History:

The qualifying period for candidates in the 2023 municipal elections closed on August 24, 2023. As of the end of the qualifying period, only the incumbents in Wards 3, 4, and 5 qualified as candidates with no opposing candidates qualifying in each ward.

O.C.G.A. § 21-2-285 (j) provides that “in the event, there is no opposed candidate in a precinct in a general or special municipal election, no election shall be held in such precinct unless a write-in candidate has qualified as provided by law or unless there are issues to be submitted to the electorate within a precinct.”

As of August 31, no person qualified as a write-in candidate, and there are no ballot questions submitted to the voters of the City of Forest Park in the 2023 municipal elections.

By operation of State law, no 2023 municipal election shall be conducted because there are no opposed candidates in the 2023 municipal election, no write-in candidates have qualified as provided by law and there are no issues to be submitted to the electorate.

The resolution acknowledges the cancellation of the 2023 elections under State law and directs staff to take the necessary steps to inform the voters of the cancellation.

7. **Council Discussion and Approval of City-Wide Janitorial Contract** – Public Works Department

Background/History:

LEGISLATURE FOR CITY-WIDE JANITORIAL CONTRACT

The City of Forest Park solicited citywide janitorial services to various departments throughout the City of Forest Park. Each contractor shall furnish all labor, equipment, and supplies necessary to perform the services.

The City of Forest Park reserves the right to add or delete facilities/spaces as deemed necessary during the terms of the contract. The term of the contract is (3) three years, with an additional (2) two-year option which will be brought back at that time to the City Council for approval.

The cleaning schedule of all buildings may be modified at the City of Forest Park's discretion throughout the life of the contract. The work shall be scheduled at such times as to avoid interferences with normal or specific activities that may occur in the facilities of the various departments.

The Request for Bids was broken down into 2 different documents.

Bid 1-A: Included City Hall, Human Resources, Planning and Community Development, and The Council House. **Klean Pro Facility Services, LLC** was the lowest bidder at \$2,700.00 per month.

Bid 1-B: Included Public Works and the Police Department. **AT Trash Valet** was the lowest bidder at \$5,950.00.

The Department of Public Works will oversee this contract and the contract will be appropriately funded by each individual department listed. Any other city space will be negotiated by the departments individually.

EXECUTIVE SESSION: (When an Executive Session is required, one will be called for the following issues: Personnel, Litigation or Real Estate)

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.