

CITY OF FOREST PARK MAYOR AND COUNCIL
VIRTUAL - SPECIAL CALLED MEETING MINUTES
SATURDAY, DECEMBER 19, 2020 | 9:00 AM



CITY OF
FORESTPARK



The Council Meetings will be livestream and available on the City's YouTube page "City of Forest Park GA" or copy the link: <https://bit.ly/3c28p0A>.

MAYOR

ANGELYNE BUTLER, MPA

CITY COUNCIL

KIMBERLY JAMES	WARD 1
DABOUZE ANTOINE	WARD 2
HECTOR GUTIERREZ	WARD 3
LATRESA AKINS-WELLS	WARD 4
ALLAN MEARS	WARD 5

INTERIM CITY MANAGER

SHALONDA BROWN

CITY ATTORNEY

MIKE WILLIAMS

CITY CLERK

SHAREE STEED

FOREST PARK CITY HALL

745 Forest Parkway
Forest Park, GA 30297
404.366.4720

WWW.FORESTPARKGA.GOV

DISCLAIMER: Due to COVID-19 Mayor and Council Meeting is only accessible to the public or media through web or teleconference until further notice. Please refer to the zoom information located on page 2 of the Agenda.

Please join us via Zoom. The zoom information is located below:

<https://us02web.zoom.us/j/81502914763?pwd=eC91U2lnUjEwRGpsRjltQThLaVYwZz09>

Webinar ID: 815 0291 4763

Passcode: 458982

One Tap Mobile

++19292056099,,81502914763#,,,,,0#,,458982# US

**CITY OF FOREST PARK MAYOR & COUNCIL
VIRTUAL - SPECIAL CALLED MEETING MINUTES**

Saturday, December 19, 2020 | 9:00 AM

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

Interim City Manager:
City Clerk:
City Attorney:

Shalonda Brown
Sharee Steed
Mike Williams

- 1. CALL TO ORDER/WELCOME:** The Special Called Meeting was called to order by Honorable Mayor, Angelyne Butler at 9:05am.
- 2. ROLL CALL- CITY CLERK:** All members of Council and Boards was present, which constituted a quorum.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1 Mayor Pro-Tem		✓
Dabouze Antoine	Council Member, Ward 2	✓	
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4	✓	
Allan Mears	Council Member, Ward 5		✓
Development Authority			
Lois Wright	Chairwoman		✓
Pamela Lake	Vice Chairwoman	✓	
Hector Gutierrez,	Board Member		✓
Eliot Lawrence	Board Member		✓
Alvin Patton	Board Member	✓	
Trudy Smith	Board Member - <i>(left at 11:55am)</i>		✓
Downtown Development Authority			
Angelyne Butler	Chairwoman		✓
Steve Bernard	Vice Chairman - <i>(arrived at 9:09am)</i>		✓
Ed Taylor	Secretary		✓
Eliot Lawrence	Board Member		✓
Eric Stallings	Board Member	✓	
Lois Wright	Board Member		✓

Urban Redevelopment Authority			
Angelyne Butler	Chairwoman		✓
Steve Bernard	Vice Chairman - <i>(arrived at 9:09am)</i>		✓
Ed Taylor	Secretary		✓
Eliot Lawrence	Board Member		✓
Eric Stallings	Board Member	✓	
Lois Wright	Board Member		✓

3. AGENDA ITEMS:

➤ OLD BUSINESS:

1. Discussion / Potential Approval on Audio / Visual RFP's quotes

- **Network Cabling Infrastructures, LLC.** - Jacob Ledbetter, Sr. Sales Engineer
Jacob Ledbetter – Gave a presentation with two (2) options for the City to decide upon. Option 1 – Adding Microphones & Cameras Only for \$28,594; Option 2 – Adding Video Switching & Control for \$36,810.

Questions from Councilmembers & Board Members:

Councilmember James – My concern is about Option 1 - multiple cameras and microphones, this chamber is small, and it does not make sense to have several cameras and microphones and not an expense we do not need right now. But if it is an option that the council decides that we are going to move to, I would like to see a quote that does not include the multiple cameras with different angles, because of the size of this room, as well as no additional microphones. I would like Council to consider another option without the additional cameras and microphones, because we just had an upgrade and brand-new microphone.

Lois Wright – Will the new system be used just for council, or will other boards have access?

Mayor Butler – It will be setup in the Council Chambers.

Lois Wright – So it will not be moveable?

Steve Bernard - It is for this room and anyone having a meeting in Council Chambers will have access.

Council Gutierrez – If we were to go with your services Mr. Ledbetter, what type of warranty or services are provided? Do you just provided training and services to Interdev and trouble shoot if anything happens? And is it included in this price?

Mr. Ledbetter – There is a one-year warranty, where we will assist with any problems for one year, free of charge. We do offer a service contract after the one-year, with guaranteed response time, equipment replacement, quarterly visits, scheduled maintenance, software updates, which will be included in the service contract and beyond the warranty.

Steve Bernard – Does the cost include some level of training for city employees? The warranty covers one-year on labor and equipment, does all equipment come with one-year warranty?

Mr. Ledbetter –Yes training is included. NCI has a one-year warranty and labor on the system which is multiple manufacturers with different warranties. We provide a one-year warranty for parts and labor.

Steve Bernard – Do any equipment go beyond a one-year warranty?

Mr. Ledbetter – All the Crestron equipment has a three-year warranty, the Vaddio also has

a three-year warranty. You would have to work with an authorized dealer for the products to have that warranty fulfilled and the first year we will charge for labor associated with that.

Mayor Butler – Even if these microphones are new, not sure how new they are, but we are at a time where this continual problem should not be occurring. The technology should be a lot better and stronger than what it is. We have people to come in to test it regularly a meeting, just to make sure that it is working sufficiently, and we are still holding our breaths to make sure it works throughout the duration of a meeting. So, I would really urge the Council to if we can modify the quote or do something al carte, Mr. Ledbetter, to drive the down that cost, but I really want the Council to strongly consider going with this option.

Councilmember Gutierrez – As a new elected official, I did not have many promises to my constituents, because I am new to the role, but transparency was one of them. I think that with the lack of communication, especially this year, it has really shown what equipment we have, the limited access we have, so I am all about moving forward the next generation with these cameras. I know we have one angle, but you see someone moving around with the camera, moving the cable; I think as the biggest city in the County, I do not like to outshine by other cities with their technology. I think we need to have the best technology we can get, if we can afford it and think this is a long-term investment, not just for council but for our boards, I am all for moving forward with this.

Steve Bernard – What is the total price for Option 2?

Mr. Ledbetter - \$36,809 without taxes and \$39,497 with taxes

Trudy Smith - Keep in mind technology is ever changing, so when we are talking about a long-term investment, technology change quite frequently.

Mayor Butler – I would like to board to also consider, since this is something, we all are essentially are going to be using, if we could split the costs?

Lois Wright – It will be more for Council; you meet more than we do?

Mayor Butler – But you will also be meeting here.

Steve Bernard – What is the projected number? How do you want the split? What is the ratio of the split?

Mayor Butler – The City can take a lion's share of the cost.

Steve Bernard – And the boards share the remainder balance. Again, I concur with Ms. Smith about the changing technology. Is this a system that can be upgraded as technology changes?

Mr. Ledbetter – Option 1 and 2 are using the latest Vaddio cameras, the life span is 3-5 years. Option 2, because it gives you some flexibility with using any other video system without buying any other equipment or taking the system out and putting somewhere else. Option 1 was a very specific ask and was designed to exactly the way it was asked of us.

Steve Bernard – My question is the base system that you are presenting, something that can stay in place, while a camera is being upgraded as time progress?

Mr. Ledbetter – It is the last and greatest in technology available today, if camera resolution goes from 4k to 8k tomorrow, the switcher that we have quoted will not support it. I cannot get an 8k switcher today, in either case you would need new cameras and new switcher.

Mayor Butler – This is what I would like all entities present to consider. If Council agreed to the lion share of the cost which 55% and 15% per board?

Councilmember James – Which Option are you referring to?

Mayor Butler – That is the next question. Mr. Ledbetter, Option 1, you said one of the options you could train someone to just turn on a switch and have everything functioning.

Mr. Ledbetter – Option 1 is a manual video and editor switcher, where you can have

someone using software and monitor who will create preview or video paring of the two cameras to send to the video call; Option 2 the Crestron control system will basically do that for them with a user interface that sits on the table. We would program that Option 2 system to work in conjunction with the Vaddio switcher to make all that preset based, where someone can just hit a button that says Zoom call, system goes to the right input and switches to the right audio level, mixes the microphones and has the right video output from the Vaddio system feeding into it. Option 2 gets you to the ease of use and adding a control system to a system that previously did not have in Option 1. The system is the same except for the layer of control, which is a 7” touch screen and a presentation system which gives you video inputs/outputs and control.

Mayor Butler – What is the price for each?

Mr. Ledbetter – Option 1 - \$28,594 and Option 2 - \$36,810

Councilmember James – What is the functionality of Option 2 and what it will mean for us? Will there be microphones hanging from the ceiling?

Mr. Ledbetter – We built this proposal specifically from the requests of Interdev and a representative from the city and we tried to recreate what you have as much as possible. You will have three new wireless handheld microphones and one dual channel wireless receiver for any existing mics that you have. So, you will have the ability to have up to five (5) microphones on the system at the same time.

Councilmember James – For clarity, we will have an additional five (5) microphones, three wireless and two universals, is that what you are saying?

Mr. Ledbetter – You will have three (3) microphones on stands that are in both options. You already have two there that will be incorporated into the new system.

Councilmember James – So the Council is moving more toward option 2, I just want to be sure that I am understanding. The problem that we are having now is what you were referring to with moving the microphone around. So, the three additional mics which will be on a stand, you will still have to go up to the mic or will the mic move to us? Either way, is that what will be happening?

Mr. Ledbetter – Yes

Steve Bernard - Anything to cut down on labor will essentially save you money, so if Option 2 puts in less labor, that means the city employees will be putting less time in, that \$10k you will recover that. If technology can cut down on human interaction, that is always a bonus.

Mayor Butler – Is there a motion, looks like we are leaning toward Option 2.

Atty Williams – If all bodies are to approve according to the formula, you will need four (4) motions, one from each body.

Councilmember Gutierrez motion to approve Network Cabling Infrastructures, LLC Proposal Option 2 of adding microphones, cameras and video switching control and with the Council paying 55% of cost and was seconded Councilmember Mears. **Motion was approved.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez	X		
Latresa Akins-Wells			
Allan Mears	X		

Eliot Lawrence motion to approve Network Cabling Infrastructures, LLC Proposal Option

2 of adding microphones, cameras and video switching control and with the Development Authority paying 15% of cost and was seconded Turdy Smith. **Motion was approved.**

Development Authority	Aye	No	Abstain
Lois Wright	x		
Pamela Lake			
Hector Gutierrez,	x		
Eliot Lawrence	x		
Alvin Patton			
Trudy Smith	x		

Eliot Lawrence motion to approve Network Cabling Infrastructures, LLC Proposal Option 2 of adding microphones, cameras and video switching control and with the Downtown Development Authority paying 15% of cost and was seconded Ed Taylor. **Motion was approved.**

Downtown Development Authority	Aye	No	Abstain
Angelyne Butler			
Steve Bernard	x		
Ed Taylor	x		
Eliot Lawrence	x		
Eric Stallings			
Lois Wright	x		

Ed Taylor motion to approve Network Cabling Infrastructures, LLC Proposal Option 2 of adding microphones, cameras and video switching control and with the Urban Redevelopment paying 15% of cost and was seconded Eliot Lawrence. **Motion was approved.**

Urban Redevelopment Authority	Aye	No	Abstain
Angelyne Butler			
Steve Bernard	x		
Ed Taylor	x		
Eliot Lawrence	x		
Eric Stallings			
Lois Wright	x		

2. **Information Technology Updates-** Ashley Smith, Chief Government Information Officer
Ashley Smith – Gave a presentation update for Quarter 4 of 2020 and discussed plans for Quarter 1 of 2021.

Questions from Council and Board Members:

Eliot Lawrence - There is a huge backup generator sitting out front and we were out of power for several days recently. Of course, all the stuff is computer control in the building did not work at that time. Is the backup generator working as far as you know? And when it switches back and forth from main to generator, will this damage some of our equipment?

Ashley Smith – We found out the backup generator is not tied to the IT room. We were told that it was but when the backup generator when down, we found out that it is not. This is some of the electrical work I spoke about earlier. I do know that one for the rack in the Police Department

Dispatch was not tied into the generator, we did get that fixed, we do need to confirm if it has tied into the generator. That is why, before we took over, the IT Department put in the lower-level UPS's, they were probably under the same assumption as well, we only need 15 minutes of live, because the generator will take 2 minutes to kick on. I will get conformation, but what we know it was not tied into the electrical room.

Councilmember James – Great information. As you may or may not know, we have the IT Director position as one position. Are you working your way out of a job? At some point we want to have a full-time IT Director and staff for our city. You mention that there are two (2) more critical upgrades that we need to get done with PB&Z and Personnel Dept. In the beginning we had a huge struggle with emails going down and staff was really frustrated with emails and system being down, you mention our phone system needs upgrading and they were down. With all of that, I think you all are doing a great job getting all this implementation and I do agree with you that we are moving in the right direction with taking care of some of the things that needed to be upgraded. Back to my original question, at some point, do you foresee us as a City being able to move forward with having an IT Director, that will be able to take hold of all the things you are doing?

Ashely Smith – That is completely a decision council will have to make. At any point in time, you could have an IT Director and just use us as the Tech, like boots on the ground, they do the planning themselves. It will depend on what the city's expectation of the IT Manager are and what the city feels they should be getting from an IT Manager. I would say if that were something the city want to explore and you want help crafting what that is, we can help with that to get it narrowed down. Do you want a hand own, boots on the ground IT Director, someone that is going to get in and to tech work or do you want someone who handles the direction of the department and do the planning, being more a manager than a facilitator? The life span of a Director is 4-5 years and comes with a price tag. So, you need to figure out what you want out of an IT Director and what you are willing to pay. The survey I spoke about will give you a good idea on which way you need to lean.

Lois Wright – If we have an IT Department or Director, would they not have staff of technicians either city employees or contracted?

Mayor Butler – Yes

Councilmember James – Preferably city employees

Councilmember Gutierrez – Listening to Mr. Smith speak, it is not a one-man job and we would need to have staff to manage everything. We could have the transition from Interdev until we are able to function on our own.

Mayor Butler – The rebuilding of the networks for PB&Z, Personnel and Recreation and Leisure, approximately how long will that take and when will it begin?

Ashley Smith – Looking to start towards the end of January after hours, which will take at least two weekends with no disturbance to business.

- 3. Retirement Pension** - Michelle Warner, Director of Retirement Field Services and Defined Contribution Program
Michelle Warner with Georgia Municipal Association introduced Malichi Waterman with Segal our actuarial who presented a Retirement Pension.

Questions from Council and Board Members:

Councilmember Gutierrez – Attorney Williams, we had an employee who worked for the city a long time and has recently passed, is there any way that he could be grandfather into this program?

Attorney Williams – No, he could not, but we currently have a death benefit for employees in the amount \$50K that he would be eligible for.

Mayor Butler – The family did get that benefit. It is my understanding that a lot of companies have moved away from pension plans, is this accurate, and if so, then why are they moving

away?

Malichi Waterman - Good question. There are a lot of reasons, especially if you get into the private sector, there are a lot of laws that have been put on the books in the last 20 years or so, that make having a pension plan very punitive. For a corporation that trade on the stock market, if they have a pension plan, they are forced to use a lot of assumptions that plan extremely expensive and looks bad on their financial statements. In the public sector it is not as uncommon to see defined benefit plans and to main reason is you can provide a much better benefit plan to the employees for a less expensive price.

Michelle Warner – I would like to mention that GMA alone, services about 290 pension plans in the state, there are certainly other governments that have their own pension plan that they are administering themselves. But we see some cities moving to a hybrid option where, GMA does this also themselves, where there is a pension benefit along with a 457 or a 401k match, like what Forest Park is doing now, but it is bold and pension level and benefit is less, and you also have the other defined contribution benefit. But what Malik said about the laws governing private sector, that is the large reason why corporations are starting to move away from them.

Mayor Butler - With a pension, if an employee leaves the city for whatever reason, they cannot take it with them, correct, they lose it?

Michelle Warner – No, if they are vested, as Malik mentions the 5-year vesting, it is theirs, they cannot draw on it until age 65, it will stay there in the trust if they are vested. Now if they leave after 2 years, then no, they lose the benefit.

Councilmember James – Thanks for the information. We as a City, already offer a savings plan 457 and 401k, so what would be the benefit of having a pension plan added on to that? I know it would be a tremendous cost to the city to make it happen, but what is the added benefit, if any, for having this? Or could offer a percentage increase in the current savings plan we have, opposed to getting a pension plan.

Mayor Butler – Before you answer, we do have Ed Wall, who is the City’s Financial Advisor, so Ed, feel free to comment.

Michelle Warner – Hello Ed! I would like to say that when the City approached GMA about this, my understanding was the City was considering terminating the current plan and going full strength with a pension instead, but that is not the only option out there for the City. I spoke of the hybrid option where you could do both, just to provide a better benefit for the employees, do not know what your match is on the 457, but what we could do is extrapolate out a benefit amounts based on that Segal can do that and show you a best guess of what kind of benefit you can provide and what the employees would expect to get in retirement and is it sufficient to provide, absolutely not 100% of their retirement earnings, they will have social security and the idea is hopefully they are contributing to their 457 account. Even if you terminated the match, they would continue to contribute to the 457.

Councilmember James – Is there a difference to having a pension plan versus what we already have? Is there going to be more benefit to the employee.

Michelle Warner – The pension is a guaranteed benefit, there is a formula that will determine what that benefit would be, is not based on how well investments did. The formula we are looking at final average earnings times years of services, times benefit multiplier of 1.5% or 2.5%. With the current plan, you cannot determine what the benefit will be when they leave, and government employees tend not to invest the monies wisely, they tend to be conservative, so their money do not grow, so they are left with something inadequate to get them through the rest of their lives.

Councilmember Gutierrez – I would like to add something to this if you invest in employee’s retirement. When employees of our City turn a certain age, and we can do something to assist them, I am all for it. It makes us a more competitive city, you mention other cities that already have these things, we currently have a lot of positions vacant and having this makes us more competitive and showing the appreciation of unsung everyday heroes; Forest Park without our employees that work here, we cannot function as a city. A pension plan is not something new,

we are presenting something that is happening in a lot of cities, I think it will go a long way and show our employees that we care about them and not just putting our money where our mouth is.

Michele Warner – Police and Fire were the first to receive pensions back in the early 1900s, they were generally for Police, Fire and Teachers, those groups have historically had pensions.

Mayor Butler – Mr. Wall, can you speak about the long-term obligation the City would have to tie itself to going this route, can you give us a financial perspective?

Ed Wall – If you decide to go with a pension plan, you have picked a good team with GMA and Malichi. If everyone could look at the bottom of Page 3 – Annual Recommended Contributions from the City’s budget, \$512,663 if you do the 1.5% multiplier and \$821,652 if you do 2.5%. The thing about a Defined Benefit Plan (Pension) versus a Defined Contribution Plan, which is 401k or 457; the Defined Contribution Plan the City can change that at will, change the match or whatever; but with a Defined Benefit Plan, once you agree to it, you will be stuck with it, and there is a federal law called *Erisa*, that says once you give a benefit, you cannot reduce it or take it away ever. You can change it for new employees going forward, but all the 223 employees, once you give them this plan you will be obligated to fund it. Malichi stated that the key part of the recommended contributions, he assumes that amount of money you put into this plan every year is going to earn 7.375%. Georgia law requires that 25% of this investment be in bonds and the other 75% be in stocks. Interest rates are low, so the max you will get on bonds is 2-3% going forward, I know it will change over the 30-year time, but for the next 3-5 years, the max on 25% of your portfolio is going to be 2-3%. That means the other 75% is going to have to earn about 10% per year for you to make that 7.375%. If you have a year like 2008, where stock market declined 44%, those numbers listed are going to go higher and you do not have an option to make them go lower. I believe in a Defined Benefit Plan and that we are to take care of others, but it is going to be very expensive for the City.

Michelle Warner – Yes, for the most part, I would like to add to what Mr. Wall is saying. 1) our investment returns have been historically around the 9% level even though the valuations are 7.375%, we historically, earn more than that. 2008 was a bad year and we thought this year would be bad, but it was not, our January 1 evaluations was fine, because the stock market was doing good. Yes, if you decide to do this you are obligated to fund it, but however, if it got to be too cumbersome, you could always freeze it and even with current employees you could stop that accrual for future accruals for current employees. As mentioned earlier, that may not be the political thing to do, but it is doable. The only thing you are obligated to do is fund the benefit that already been approved. 2) even in 2008, our funding standards are stricter than state minimum requirements, so we have wiggle room.

Malichi Waterman - I was with GMA at the time working on the plan and 99% of those plans that contributed to minimum rate requirements, by the following they were caught back up because assets rebound in 2008, generally when you see a huge dropped like 2008, the following year or two afterwards you will see big returns. So, on average of 30 years to be able to earn 7.375% is not out of the realm of possibility. Let us go back a little, the original question was about “what is better about having a Defined Benefit Plan versus a Defined Contribution Plan, is that you can provide a richer benefit to the employee at a less price. Meaning that, it is about 140% more expensive to get the same Defined Contribution as it is to get a Defined Benefit. There are three (3) reasons for that 1) you can pull the investments; by using GMA they have this big pooling of investments and they are able to invest a lot of different ways and have the active management without the fees being a killer. Versus with a Defined Contribution, when the money is put in the employees account, they are responsible for that money, and they are going to put is all in bonds or find some type of targeted benefit to put funds into, then it will not be an active investment, it will be out there doing whatever it does, they also going to get killed on fees; 2) longevity – when you are one employee and young and putting money in the Defined Contributions, feel like you are making money putting money into equities in stock market, if you lose the money, because you are young can make it back. But as you get older in 50’s and 60’s you turn that money more into fixed income, into bonds and more safe investments and after you retire 70 years old, you are going to be in bonds, you do not want that money going

up and down, want to draw on that money. With the Defined Benefit, you will always have new employees coming in to take over for those that retired, which gives you an average age of 43. This Pension plan will be for the ages 43 and 50 for the life of the plan until it is closed; 3) with Defined Contributions, when people retire, they take a large portion and make purchase(s) or pay off their mortgage, things that make sense at the time, but there is the chance they will run out of money and do not know how long they will live. It is not meant to be an inheritance; it is meant to pay for your life. The Pension plan will last for as long as you live, no matter how long you live.

Eliot Lawrence – I am a retired teacher from Gwinnett County, I was too lazy over the years and did not have the money to put into a 401, we had Valic and other resources for investing. By having a pension plan, I am alive now, because of the same weakness that I had with savings back then, having money coming in every week with social security is a life saver, because we do not make a lot of money during our career time.

Michele Warner – That percentage of covered payroll, that 4.19% on the very last line, since you have a max setup now, you could close that plan and apply those principles to this. Let us say you are requiring a 2% contribution from the employees right now and matched it in some level. You could still have them pay 2% for this plan and it will cut your cost down to 2.19% of payroll, so that is an option too.

Lois Wright – Do they get to put something on top of the 2% and they keep to 457 or is there just a certain amount they can contribute?

Eliot Lawrence – It would be a hybrid.

Lois Wright – Okay, another question. When it comes to elected officials, when they come to their four-year term, will they have to be re-elected to be vested for 5 years? If they have the five years and is vested and on the third term they are not re-elected, does the city keep paying their portion or will they have to contribute?

Michele Warner – We did not value this plan requiring a vesting period for elected officials and that is typical for most of our plans there is no vesting requirements for elected officials. So even if they only had the four-year term, they could still have their four-year benefit and apply for it when they turn 65 or 55 for early retirement reduced; for full benefit would be at age 65. No vesting and years of service requirement for elected officials.

Ed Wall – Mr. Waterman, what does that \$100 multiplier for elected officials means?

Malichi Waterman- It means, if they are there for one four-year term, they would get \$400 a month once they turn 65 for as long as they live.

Ed Wall – So there is no multiplier, they just have \$100 per year for years of service?

Malichi Waterman – Yes, it is a flat dollar times the number of years of service.

Councilmember Gutierrez – I have two questions; 1) Can employees buy years? 2) Is this something we are voting on today?

Michele Warner - Yes, we can incorporate that into the plan, where they could use money from their 457 account to purchase years of service in this plan. We would have legal come up with the actuarial value of those years of service for those individuals, because it would be different for each employee based on the number of years they want to purchase, how close they are to retirement will affect the cost and their salary.

Mayor Butler – Just a presentation

Councilmember James – When or if we decide to move forward with this, what will it mean for our current employees? Especially for employees that have been here a long time, if the plan starts in 2022, how does that work?

Michele Warner – If an employee has been with you for 10 ten years, they will not get those 10 years credited into this plan, they will have the benefit that they have accrued through your other plan and will keep that depending on vesting period. If you did terminate the current plan

and had someone who was not vested in the employer match part, you could amend it allow for immediate vesting for those that are not vested yet in the current plan and then switch them over and they would start accruing years of services with the effective date of the new plan. But again, as stated you could incorporate the option where they could buy years of service.

Mayor Butler – What are the fees associated with this plan?

Michele Warner – That is on the first page, administrative expenses \$6,500, plus \$54 per active participant and \$66 for inactive participants and 0.06% of the market value of assets. I could do a better guess as to what that would come out to be based on your active participants, you do not have any inactive right now, if started now you would 223 and multiple by \$54 which would be added on to the \$6,500 and whatever the market value of your assets.

Malichi Waterman – This is an estimate and depending on the design of the plan that could change and as participation in the plan increases you will see the fees increase as well. On Page 8 Administrative Expenses \$18,542 is a point in time calculation.

Ed Wall – Mayor Butler if I could get you to look at the Annual Recommended Contribution for 1.5% (\$512,663) and 2.5% (\$821,652), you will have to decide in the budget process where you are going to get that money. And Ms. Warner said you could have employees pay half and you pay half, or you could pay all of it, but you will have to decide where that money will come from. I would ask Mr. Waterman to do a sensitive thing, where you had a couple of years where the returns were not 7.375%, make some assumptions how much that would go up.

Councilmember James – I reached out to a couple of cities, in Alpharetta they had one that stopped in 2009 and there is also additional information they provided; the City of Lake City has a pension plan, through GMA, their employees contribute towards it.

4. Briefing on DA/DDA/URA Powers and Roles - Bruce Abraham, Director of Economic Development

Bruce Abraham gave a detailed presentation on the on Governments & Authority Boards to include – What are Authorities? Who are Authorities? Needs; What can Authorities Do? Soft Incentives; Hard Incentives and Special Authorities Powers.

Questions from Council and Board Members:

Councilmember James – Are we compliant?

Attorney Williams – Mauldin Jenkins who does the City's audit, they include the various boards audits as well.

Councilmember James – What happens if the confidentiality agreement is breached?

Attorney Williams – It would be a remedy on the company we are dealing with, usually the agreement is set in place, to get the understanding and in my 15 years, I have never had anyone to enforce the provision of the confidentiality agreement, because usually it is honored. But there will be provisions in the agreement that would have documentations. In most confidentiality agreements, we say subject to Open Records Act, that overrides the confidentiality agreement. So, we would give them notice if we received an Open Records Act Request, but there is not a lot they can do and it has never really happened, but they would have a right to presumably enforce it.

Mayor Butler – Is the Conflict-of-Interest Statement done annually?

Eliot Lawrence – Thought we had adopted a Code of Ethics with the Downtown Development Authority at one of our meeting?

Councilmember James – Recently when we did the grants for the small businesses, many of you know, my husband has a small business that he operates out of our home. I did not know when he applied for the business grant, that I as a Council person, should have recused myself from voting until afterwards, when it was brought to my attention, that it was a conflict of interest, because I was his wife and on Council; it would have been good to have known that beforehand, so I could have recused myself.

Lois Wright – Even if you had recused yourself because it was a business in the City with your husband, it still would have been a conflict of interest. We had another Councilmember that had businesses that applied for small business grant, which they would have qualified for under any other circumstances. We had a total of 270 applicants and chose 50 and if we had given one to either a councilmember or a relative of a councilmember would not have been a good look.

Mayor Butler – Let me add that, we recently received an email about training opportunities, which are mostly virtually and fill up very quickly, so if you get an email about a training opportunity, maybe we should sign everyone up once we get it and then if they cannot make the training, we can remove them. It would be easier than having everyone to just respond, because we miss out on the opportunities for training, because it takes too long for people to respond back.

Councilmember James – Some members of the boards, due to their professions, prefer to receive text messages because they receive a ton of emails and they do not check regular, but if they receive a text message would be more effective. I think each Board Chair should understand their members and how they want to receive information/communication as quickly as possible.

Lois Wright – It is mandated by the State, and once we all come together to have Vinson Institute to come and train each Board members in their capacity, to know the bylaws and policies for their boards and most importantly know that we (boards) are independent from the city. There will be a training for the Development Authority in January, and the law states that within a year, everyone must be trained. I recommend this for all boards so that we know our roles and what we can and cannot do.

Councilmember Gutierrez – I like what Ms. Wright was saying about having them come here because of the convenience, if you have specifically to our city, then they answer whatever needs we have, which would be great. One of the concerns, I have is to take off work, but if it can be done virtually, would be great.

Attorney Williams – As staff, we do not always know of a conflict-of-interest, so if you are aware or believe that there is such, make us aware and we will answer as soon as possible and help Council work it out.

Councilmember James – Can you give an example of governments getting out of the way of private businesses operating once a project is completed?

Mr. Abraham – For example, the KIA Plant in South Georgia, the State of GA put a lot of money into and it all through authorities; authorities is the conduit, they have built parking lots, and all kind of facilities, utilities for KIA, on their parking lot and stuff inside their buildings. Once they did that, it was satisfied to create jobs, the government goes away and do not own it anymore.

Councilmember Gutierrez – What if you want them to meet a certain model or look a certain way, could you intrude then or is it before everything is built?

Mr. Abraham – The City has jurisdiction over the design controls, they must submit their plans to have them approved and Council says we want it to look this way, utilities here, you do not have enough parking lots over here, so yes, the government have controls over the development.

Board Member Trudy Smith left the meeting 11:55am and the Chair of the Development Authority noted they no longer had a quorum.

Lois Wright – The Development Authority has hired the people for the CID to bring businesses into the City, \$5k over the next six months.

Mayor Butler – Is that for Main Street also?

Lois Wright – With all the arteries (highways) coming through, we want to beautify those areas, so we hired someone for CID to go around those businesses to participate, give money, so that we can beautify those areas. We need to make Forest Park welcoming throughout, because we are in a prime location near the airport, ten minutes from downtown Atlanta, so we paid the

money so that we could make Forest Park stand out.

Councilmember Gutierrez – I would like to see some type of beautification fund in the future allocated in the budget and if the boards would like to contribute to it great. It was also a recommendation to have an art committee to pull from the community that could ideas of places that can be beautified.

Lois Wright – The TAD money can also go into neighborhoods to assist with yard beautification around businesses.

Councilmember Gutierrez – I would like to have someone to look at the streets to make the tree lines look better.

Steve Bernard – We have three authorities, there is no coordination with the three authorities and there is no set plan. We need to have a plan that we agree upon, what we are looking for, what we want our city to look like? And that vision needs to be made plain. What do you want your downtown to look like? Main Street to look like? The Corridors to look like? The authorities need to come together and agree on what do we want our city to look like?

Lois Wright – We can come to an agreement, but each authority has its own their authority and one does not have to agree with the other, it is up to that board. We can talk and have the same vision but have *(was inaudible due to multiple persons speaking)*.

Councilmember Gutierrez – I would like to hear a common vision or mission or some type of goal that we all can agree upon.

Councilmember James – Hopefully, if you all can stay for the next half of the meeting, we are going into discussion about our capital projects and we do have plan, we are not moving on a whim, there is a plan, we just need to be made aware of and brought up to speed as to what is the plan and how is it moving along. I believe Mr. Shelby will be presenting later.

Mayor Butler – Mr. Shelby had a prior appointment, so if we do not get to him in time, Attorney Williams will be presenting, but we will get the information. We have the MainStreet Overlay *(inaudible, multiple persons speaking)*

Councilmember James – The issue is it is not consistently brought to us, so that we are all on the same page and know where we are progressing. This is a good first step to bring all the boards together to lay it out, so everyone is familiar, if there are any moving parts to it, any upgrades or changes, everyone is aware of it.

Lois Wright – Not before everyone is trained and knows their position, the separation and independence of each board, this is vital.

Mayor Butler – We have Planning & Zoning Building Director and an Economic Development Director, and even though the boards may operate within their authority, it may not be something that we are all in favor of initially, but nothing will go against the MainStreet Overlay and other guidelines that have been in place. You may not like the company but rest assured that all the guidelines that have already been set forth will be followed.

Attorney Williams – So we do have three boards and a mayor and council, but it is one team, it is Forest Park, it is this community. Just like any other team, you have a goal, a vision, but each board has a different role and a different ability, you may not always agree in terms of specifics, but you agree in terms of vision and then agree on a collective vision. This is what we need the DDA to do, Development Authority to do, etc. and everyone is in the loop as to what is going on so there is no division. That is why this meeting is important and I would encourage you to do it regularly so that everyone stays in the loop and everyone knows what is going on, to avoid any kind of division, because the community is watching, not only the Forest Park community, but the business community and they are looking for the opportunity to invest and grow their businesses and they do not want to go anywhere there is mess.

Steve Bernard – We decided to make Forest Park our home. I do not live directly in Forest Park, but I live in Lake City and have been a resident for almost 20 years. We decided because of what was presented to us at the time to invest in Forest Park. These were specific guidelines,

not only were they told to us, but we were also told that we had to abide by these guidelines. We want to see these same standards kept.

Lois Wright – They changed, policies and guidelines changes.

Steve Bernard – Policies and guidelines can change, but they do not change downward, they change upward. If you have a vision and something set forth, yes you can change the policy to make them better not to regress, you change policy to move forward.

(there was debate between Lois Wright and Steve Bernard, but inaudible)

Steve Bernard – Every decision made comes with a price. There were somethings I presented that were proven facts, and like I said we need to understand the vision and where we are going.

Councilmember Gutierrez – When we talk creating about jobs, are we just talking citizens of Forest Park or overall jobs and is it tracked?

Ed Wall – It is required that they recruit in Forest Park, require that they have job fairs, Mr. Abraham is doing this with Home Depot and Kroger. We cannot require them to only hire Forest Park residents, because they may not be able to meet their goal if it is not enough people. But we require as part of the incentive that they have some outreach to our citizens and do job fairs. Yes, we do track, they must give a report on the job fairs, how many came from Forest Park, etc. It is a robust reporting requirement which is added to our incentive package.

Councilmember Gutierrez – Where are these reports? I would like to highlight these things to show that we are not just bringing in businesses, but also holding them accountable on the requirements.

Ed Wall – I will get them forwarded to you.

Steve Bernard – I sit on the Chamber of Commerce Board of Directors; Clayton County is proficient with trained employees. As new businesses come in, you got to improve your workforce. If you look at the raw numbers, a lot of the businesses that are coming here, the people that are working here with the businesses are not Clayton County residents; not that they do not want to employ Clayton County citizens, we just have a deficiency in our workforce.

(There was more discussion on workforce employment of residents)

- 5. Review of Draft Budget for the Boards-** Darquita Williams, Deputy Finance Director. Darquita Williams gave a DRAFT presentation of the budgets for the various boards.

Questions from Council and Board Members:

Attorney Williams – There is a revenue line item to be added to the Development Authority's budget which is fees from the Kroger tax abatement, which is an annual number that we do know, that is yearly.

Ed Wall – It is \$1.2million that is sent to the general fund and general fund sends to URA.

Attorney Williams – What about the 1/8 %?

Ed Wahl – Kroger did not pay that the Arcadia will, which is \$156,000 coming in on Dec. 31st and annual after that is a little bit less.

Councilmember Gutierrez – Would it be possible to the Development Authority to have some type of matching grant, for example if a business wanted to revamp the outside, we could match up to a certain amount of money to assist with revamping. Is this possible?

Lois Wright – That would come from TAD funds.

Attorney Williams – A lot of communities have facade grants that Development Authority administers the facade grants; you get easements in exchange for the grant funds and the grant funds will be used for repainting façade, etc. to get the area to look like the vision you may have. So, it is possible and would be something you will have to explore the amount of the grants, what conditions will be implemented to explore a façade grant program.

Councilmember Gutierrez – We currently do not have something like that? This would be something great we could have, not only for Main Street but for small businesses overall in Forest Park. Would like to consider a matching grant with a certain amount in the Development Authority’s budget if we can afford it.

Attorney Williams – No, it may have been discussed in the past, but nothing is in place currently.

Bruce Abrahams – The City Council blessed a \$150,000 over three (3) projects out of TAD funds. I think there is \$300,000 in TAD funds to spend. It can be done under a façade grant program. The Development Authority could hold a contest where individuals would submit a façade designs and ideas, you could buy the TAD money through Development Authority and they could match it.

Mayor Butler – Is that TAD to be used for all three boards?

Bruce Abrahams – It is a Tax Allocation District, which could be used only for Main Street.

Attorney Williams – The TAD money is used in a geographical area, but you could use some of the bond payment fees that getting to reinvest in economic development initiatives and the façade grant can be part of that. We will put that on the list to explore for options the respective boards to look at.

Councilmember Gutierrez – I have areas in my Ward, like Jonesboro Road that this could potentially benefit from.

Attorney Williams – The Development Authority is city wide, so that is something they could do.

Councilmember James – I would like to remind Councilmember Gutierrez, that we have that project fund that we allocated, that possibly can be used for this, do you remember Attorney Williams?

Attorney Williams – Yes, I think that was visions for city projects per say, but again, it would be easier to answer for a specific project you had in mind and we could look at which funds are appropriate for that specific type of project.

(3:48:46)

Steve Bernard – Spoke in detail about starting a small business incubator in conjunction with the Development Authority, as well as electric vehicles.

Councilmember James – Asked Mr. Bernard if he was suggesting adding a line item in each boards budget for the small business incubators and electric vehicles?

Steve Bernard – Yes.

URA Draft Budget

Ed Wall – went over the URA Draft Budget and changes to be made.

Steve Bernard – What utilities are the URA paying for?

Attorney Williams – The URA still has title to a property and some of the buildings that other city operations are operating out of, URA is paying utility bills on those.

Councilmember Mears motion to recess into Executive Session at 1:20pm with the Councilmember James providing the second. **Motion was approved.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez	X		
Latresa Akins-Wells			
Allan Mears	X		

Councilmember Mears motion to resend the previous motion to recess into Executive Session at 1:21pm with the Councilmember James providing the second. **Motion was approved.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez	X		
Latresa Akins-Wells			
Allan Mears	X		

6. Discussion / Potential Approval of Capital Projects- James Shelby, Director of Planning, Building, and Zoning and Tarik Maxwell, Director of Recreation and Leisure

James Shelby – gave a presentation and update on the Capital Projects and the timelines.

Questions from Council and Board Members:

Councilmember James – The Starr Park Masterplan was approved by Council, but I would like the boards and council to be on the same page to a what this phase of the project will entail.

James Shelby – Tarik Maxwell will be giving a presentation on the Starr Park Masterplan.

Tarik Maxwell – Gave a presentation on the Starr Park Master Plan.

Lois Wright – Will there be something in the Parks for dogs?

Tarik Maxwell – Yes, a Dog Park is in the Master Plan, where we currently play soccer.

Mayor Butler – The original Master Plan was broken down into phases, are you going to break these items down into phase to concede with the Master Plan?

Tarik Maxwell - Yes, once we get with the architect, we will look at the more active side of the park.

Lois Wright – Can you add more things to beautify the park for the holidays?

Tarik Maxwell – Yes, we can.

Eliot Lawrence – There was discussion about changing Hines Ward and Georgia Ave, is that not a consideration any longer?

Tarik Maxwell – We are going to beautify the Hines Ward path.

James Shelby – Georgia Avenue is in the Master Plan for it to define the edge of Starr Park, along with Bridge Street.

Councilmember James – This master plan was approved prior you coming to Forest Park, and if there is something in it that you feel needs updating or changed, that you bring it back to Council for approval/amending.

Councilmember Gutierrez – Add some art around the parks has been suggested. We have too many baseball fields, can we add some skateboarding fields?

7. Discussion / Potential Approval of Mainstreet LCI Update - James Shelby, Director of Planning, Building, and Zoning

Questions from Council and Board Members:

Councilmember James – Want to see/hear more details and specifics on the Mainstreet Project. Is there an opportunity we can get those plans back in front of the council and boards for them to see what had been laid out and approved some time ago.

James Shelby – I will bring the plans and presentation at another meeting. There are two things

happening, we have an LCI grant for Mainstreet itself. ARC gave us \$150,000 to do the Mainstreet design guidelines which is one project, the other is the streetscape project. In reference to the streetscape, drawings were done some time ago when Phase I of the construction of Mainstreet, sidewalks, lights and landscaping was one project. We are getting ready to extend that project all the way down to Jonesboro Road on both sides of the street, we will be adding new sidewalks, landscaping, curb cuts, this is the streetscape project. The LCI update plan with this we want to do more than just a design plan, I want an implementation plan to look at the uses like residential, commercial, and retail spaces downtown.

8. Discussion of Zoning Ordinance Rewrite Update - James Shelby, Director of Planning, Building, and Zoning

James Shelby – Gave an update and presentation of the Rewrite of the Zoning Ordinance and timeline. We contract with the Collaborative Firm to assist with this update.

Questions from Council and Board Members: - No comments

4. EXECUTIVE SESSION: Personnel, Litigation, Real Estate and Legal Matters

Councilmember James motion to recess into Executive Session at 2:13pm with the Councilmember Mears providing the second. **Motion was approved.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez	X		
Latresa Akins-Wells			
Allan Mears	X		

Eliot Lawrence motion to recess into Executive Session at 2:14pm with the Lois Wright providing the second. **Motion was approved.**

Downtown Development Authority	Aye	No	Abstain
Angelyne Butler			
Steve Bernard	x		
Ed Taylor	x		
Eliot Lawrence	x		
Eric Stallings			
Lois Wright	x		

Lois Wright motion to recess into Executive Session at 2:15pm with the Eliot Lawrence providing the second. **Motion was approved.**

Urban Redevelopment Authority	Aye	No	Abstain
Angelyne Butler			
Steve Bernard	x		
Ed Taylor	x		
Eliot Lawrence	x		
Eric Stallings			
Lois Wright	x		

Lois Wright motion to reconvene the Special Called Meeting at 3:19pm with the Eliot Lawrence providing the second. **Motion was approved.**

Downtown Development Authority	Aye	No	Abstain
Angelyne Butler			
Steve Bernard	x		
Ed Taylor	x		
Eliot Lawrence	x		
Eric Stallings			
Lois Wright	x		

Eliot Lawrence motion to reconvene the Special Called meeting at 3:20pm with the Ed Taylor providing the second. **Motion was approved.**

Urban Redevelopment Authority	Aye	No	Abstain
Angelyne Butler			
Steve Bernard	x		
Ed Taylor	x		
Eliot Lawrence	x		
Eric Stallings			
Lois Wright	x		

Councilmember Mears motion to reconvene the Special Call Meeting at 3:20pm with the Councilmember Gutierrez providing the second. **Motion was approved.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez	X		
Latresa Akins-Wells			
Allan Mears	X		

Ed Taylor motion to adjourn the Special Called Meeting for the Downtown Development Authority at 3:23pm with the Lois Wright providing the second. **Motion was approved.**

Downtown Development Authority	Aye	No	Abstain
Angelyne Butler			
Steve Bernard	x		
Ed Taylor	x		
Eliot Lawrence	x		
Eric Stallings			
Lois Wright	x		

Ed Taylor motion to adjourn the Special Called meeting for the Urban Development Authority at 3:23pm with the Eliot Lawrence providing the second. **Motion was approved.**

Urban Redevelopment Authority	Aye	No	Abstain
Angelyne Butler			
Steve Bernard	x		
Ed Taylor	x		
Eliot Lawrence	x		
Eric Stallings			
Lois Wright	x		

9. Briefing of the Finance Department Updates - Darquita Williams, Deputy Finance Director.

Darquita Williams gave a detailed updated on where the revenue and expenses are at this point. Licenses and permits are showing at 40% now because we have not accounted for a large portion of them have not been processed. Renewals did go out late, due to technical issues with InterGov.

Questions from Council and Board Members:

Councilmember Gutierrez – With the Food Truck Friday, I bought the lights for the Fountain, and the Fountain is not in my ward. Can this expense be put into the City’s budget and move from my Ward expense?

Attorney Williams – Yes, it can be moved if Council approves.

Councilmember James – What are the Capital Overlay Funds being used for? And can Council get a report either quarterly or annually on this?

Attorney Williams – There are guidelines, and I can recirculate it. The difference between capital per ward expenditures versus ward expenditures. The preference would be that whatever projects are identified you let the staff handle.

Mayor Butler – Who is responsible for keeping an account to those funds?

Attorney Williams – Finance would be responsible the accounting of funds, as for the use, you can ask me or city manager if this is something, I can use the funds for, but it has not been a lot of inquiries about that.

Councilmember James – I feel it would be under the City Manager’s role to make sure that is follows the guidelines we have in place.

Councilmember Mears – We need to see a check and balance of the funds.

Attorney Williams – If the Council has a project they will be working on and need staff’s assistance, to advise staff as soon as possible, because of the other duties that are happening.

Councilmember James – Didn’t we allocate funds for update in technology? If you know of software that will make us better, bring that to us.

Darquita Williams – Not for finance.

Councilmember Gutierrez – I believe you should have what you need to operate and do not believe you should wait until budget season to get it. So, if there is something that you need, bring it to us. Business licenses is a constant complaint on the length of time it takes.

Councilmember James – With the two proposed positions there will be a total of three vacancies, are we looking at where they will be housed or space for them? The forty-eight laptops that are out, how does that look, do we have employees from Finance working from home? The reason is because of the issues we have been having with business licenses is a concern. The Task Report findings address some issues, had we resolved the concerns with the business license process.

Darquita Williams –Our business license representative has been working from home on certain days, the City Manager and I have come up with a plan to address this.

➤ NEW BUSINESS:

10. Discussion of Pending Proposed Development Initiatives- Bruce Abraham, Director of Economic Development.

Bruce Abraham gave an update and presentation on the pending proposed development initiatives.

Questions from Council and Board Members:

Councilmember James – What is going on at the old plumbing building on Main Street?

Bruce Abrahams – There are plans to remodel those buildings.

Councilmember Mears – What about the strip mall on Mainstreet across from the theater, that the city is paying the maintenance, will we continue to be responsible or will the new owners take over.

Bruce Abrahams – The Development Authority owns those building and have someone that manages it for them. Once it is renovated, I am not sure, Attorney Williams do you know. It is an issue that the City needs to resolve and there is a city dumpster down there.

Attorney Williams – We are in the landlord business, beyond the rent, we are responsible for maintaining those properties, just as any other landlord.

Councilmember Mears – Ms. Wright was talking about putting up awnings, will that be at the City's expense?

Attorney Williams – No, it will be at the Development Authority's expense.

Councilmember Gutierrez – Would there be possible if we could do some trails at Ft Gillem, where the areas that cannot be potentially sold?

Bruce Abraham – That is all Kroger property.

Councilmember Mears – What is happening with the unused pistol range?

Bruce Abraham –Police and Fire uses it for training activities.

11. Reopening Plan Update for the City

Shalonda Brown, Interim City Manager gave a presentation on the proposed reopening plan.

Questions from Council and Board Members:

Councilmember James – When someone test negative and having to have a doctor note to return to work, sometimes is takes up to three weeks to get an appointment, are there any allowances for this?

Interim City Manager – If someone is exposed to COVID and not showing symptoms, they take the test and come to work but are required to wear their mask the entire time they are at work.

Joel Turner – If they are showing systems, but tested negative, they will need to follow up with their PCP and if their PCP cannot see them, they are to go to an Urgent care facility to get care and receive a return-to-work order.

Councilmember James – What happens regarding pay when an employee must be off because of COVID?

Attorney Williams – Council authorized up to 80 hours of COVID time, special leave and the Federal government added an additional two weeks on top of the 80 hours, which comes to about a month of COVID leave. Not sure where we stand now.

Mayor Butler – The two weeks we extended expires December 31st, so we are still waiting to see what the Federal government is going to do. At some point I will have to decide to see as a City if we are going to extend it or rely on the federal government and then what if the federal government does not act, then we will have to take that into consideration as to how we are going to proceed.

Attorney Williams – Yes, we need decide how much we will provide, because employees have been working from home, things are at a point where we understand how its impacting employees, but I would still be inclined to wait to see what Congress does first before we act. And if they do not act, then on a case-by-case bases, you should offer the additional time, so no one is negatively impacted.

Councilmember Gutierrez – Maybe roll it over on a month-to-month bases until we get something from Congress.

Interim City Manager – The time is not on the books for anyone, it is only when it is needed and there is a special code that was created to track it and there are criteria to meet to use it.

Councilmember James – Can we consider re-opening the Council meetings to a limited number of attendees? What are your thoughts?

Mayor Butler – If we are open to the public, that would include our Council meetings.

Councilmember James – Then we will need to establish the maximum number of people that can be in council chambers. Was not there something about the amount of people for indoor gathering.

Attorney Williams – The guidelines that have been established for the distancing; we would have to figure out how many people, responsibility, could fit in the Council chambers to include staff with the distancing requirements. We would have to talk about having a system to ensure that there is fair access to the meetings. I believe it is 50, but I would need to confirm, but do not think this room will accommodate. I would recommend that you default back to the emergency power and have the City Manager present a plan and then you consider that.

12. Cemetery Update - Attorney Mike Williams

Attorney Williams gave a presentation and update on the Conley Road Cemeteries.

Questions from Council and Board Members:

Mayor Butler – There is a Primitive Church next to 1000 Main Street and across from a cemetery there, when I went to inquire about the other cemeteries, the Pastor had passed and they were during guest speakers, maybe we can go back since we have this information and pursue it. What we are trying to do today with the cemeteries, the genesis of it is from the Colored Cemeteries, as it was labeled in the County records, this decision is for all the cemeteries, because historically the city has maintained other cemeteries, but neglected these.

Attorney Williams – This presentation only speaks of the three cemeteries, there are others that we have maintained on an informal bases, there is no formal requirement or agreement that states we are required to do so. This scenario speaks to taking some formal actions and taking ownership, one way or another.

Councilmember Gutierrez – Attorney Williams, have you talked with Katlin in Zoning? She was working on a grant to make it a historical site and getting a student from GA State who is doing their dissertation on research. I think we should check with her to see the status.

I would like to schedule a meeting with Forest Hill and am glad we are having this conversation.

Councilmember James – City Manager, please find out how our Public Works is maintaining the other cemeteries? The previous, Councilmember for Ward 1, attempted to partnership with Forest Hill and there was a difference of opinion and concerns that was not resolved. Do not want to do eminent domain until all entities that are part of these cemeteries in the conversation and do not want us to go in the cemetery business only a historic term, doing the maintenance and tree cutting. Because of all the calls coming into different people, the Mayor appoint Katlin Hungate to be the point person. She asked Bobby Jinks, Public Works Director to speak on how the other cemeteries are maintained.

Bobby Jinks – The original cleanup was done about ten year ago at Conley Road and Elam Church Road, the one on Mainstreet is the only one that is on a regular schedule list that is done by the Parks Department.

Councilmember Mears – How many cemeteries are we talking about?

Bobby Jinks – The three that are on Conley Road, we did a massive cleanup once and we done two smaller cleanups in the past year. Elam Church Road was done once about ten years ago, the big cemetery across from 1000 Mainstreet is maintained on a bi-weekly basis.

Councilmember Gutierrez – Do the city get paid for doing the one on Mainstreet or are we just doing it?

Bobby Jinks – If you pull up the County records it says Forest Park Cemetery does not read the City of Forest Park, but in the past twenty-nine years we have always maintained it. I do not know if we own it.

Mayor Butler – Signage, there is nothing indicating that the cemetery exists. We have discussed it previously about getting a sign.

Attorney Williams – You might want to wait until you decide what to do about a permanent sign. You may want to do a temporary one in the interim. Also, you may want to do a Town Hall meeting with all interested parties to restart the dialogue.

Councilmember Gutierrez motion to recess into Executive Session at 5:00pm with the Councilmember Mears providing the second. **Motion was approved.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez	X		
Latresa Akins-Wells			
Allan Mears	X		

Councilmember James motion to reconvene the Special Call Meeting at 5:13pm with the Councilmember Gutierrez providing the second. **Motion was approved.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez	X		
Latresa Akins-Wells			
Allan Mears	X		

Mayor Butler – There are two actions from Executive Session that we need to act on.

Councilmember James motion to appoint Nachae Jones to the Downtown Development Authority and Urban Redevelopment Authority Boards with the Councilmember Mears providing the second. **Motion was approved.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez	X		
Latresa Akins-Wells			
Allan Mears	X		

Councilmember James motion to appoint Dexter Hartsfield to the Development Authority with the Councilmember Mears providing the second. **Motion was failed.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez			X
Latresa Akins-Wells			
Allan Mears	X		

5. ADJOURNMENT:

Councilmember Mears motion to adjourn the Special Call Meeting at 5:14pm with the Councilmember Gutierrez providing the second. **Motion was approved.**

Councilmembers	Aye	No	Abstain
Kimberly James	X		
Dabouze Antoine			
Hector Gutierrez	X		
Latresa Akins-Wells			
Allan Mears	X		