



CITY OF FOREST PARK MAYOR & COUNCIL
WORK SESSION MINUTES
Monday, January 4, 2021 | 6:00 PM



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

- I. CALL TO ORDER/WELCOME:** The meeting was called to order by Mayor Butler at 6:00pm.
- II. ROLL CALL- CITY CLERK:** All members were present, which constituted a quorum.

Attendee's Name	Title	Present	Absent
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	✓	

DIRECTOR'S PRESENT: A. Girard Geeter, Procurement Manager; Darquita Williams, Deputy Finance Director; James Shelby, Director of Planning & Zoning and Don Horton, Fire Chief

III. CITY MANAGER'S REPORT: Shalonda Brown

City Manager introduced the new employees to the City of Forest Park.

Past Events – The City's Holiday Parade was held on Dec. 5, 2020; Employee Holiday Luncheon on Dec. 14, 2020; Wreath Across Forest Park on Dec. 18, 2020 and Shop with a Cop Annual Event on Dec. 17, 2020. Continued prayer for Clyde Lee's family, he was a 40 plus year employee in the Public Works Department and was funeralized on Dec. 23, 2020; 2nd Annual Wreath Laying Ceremony in honor of Officer Richard Cash was held earlier today, Jan. 4, 2021.

In the last Council meeting a re-opening plan for the City was to take place on January 11, 2021, however, due to the increasing numbers of COVID-19, we will not be opening to the public, but all City staff will resume their normal work schedules and report back to work effective January 11, 2021. The Fire/EMS Departments will present a comprehensive pandemic plan at the Feb. 1st Council meeting.

Upcoming Events – M. L. King Parade will be held Sat., January 16th at 11:00am, City Hall will be closed on Mon., Jan. 18th in observance of the M. L. King Holiday; Wellness with Wells, every Tuesday at 6:00pm; Food Truck Fridays will return on Jan. 8th; and Ward 1 Neighborhood Meetings will resume on Thursday, January 21st at 5:00pm.

Councilmember James – Spoke on the Wreath Across Forest event.

IV. COVID-19 UPDATE: Fire Chief, Don Horton, Division Chief, Joel Turner and Deputy Chief Latosha Clemons

The COVID-19 numbers continue to rise statewide. The same is true within the city. The current average rate of daily positives among those tested statewide is 17.7% on for the past two weeks; 6.9% higher than two weeks ago.

As of today, 1/4/2021:

- Clayton County's average rate of daily positives is 18.7%, 5.9% higher than a couple of weeks ago, and still higher than the state's two-week average.

As reported by Clayton Co Health District this morning also: 1/4/2021

- Forest Park currently has 1,426 cumulative cases; 9.6% of county cases on the 30297 zip, a reduction of 1%; with approx. 26 active cases currently within incorporated FP, nearly twice as many as two weeks ago.

We encourage everyone, more than ever, to follow good personal hygiene practices - wash hands frequently, use hand sanitizer, maintain physical distancing, and use masks, even in situations where you can distance.

If you have not already gotten a flu shot, now is the time to do it. Some authorities feel that a minimum of 3-4 weeks after receiving the influenza vaccine is necessary, before receiving the COVID vaccination. This will help in reducing the number of respiratory infections as the weather has turned colder. The vaccination is covered by most major insurance providers and is available through most pharmacies or professional medical providers.

COVID Vaccinations are here! These vaccinations have been designed to not only trigger the body's own immune response to develop antibodies, but also to aid in making the virus ineffective once it enters the body. Last Tuesday, Dec. 29th, some of our Fire Department responders began receiving the Pfizer vaccine through a cooperative effort of Forest Park Fire and Emergency Services, Forest Park EMA, Clayton County District Health, Clayton County Fire and Emergency Services, Clayton County EMA, and Southern Regional Medical Center. Our Law Enforcement partners will begin receiving their vaccinations through the same pathway within the next few weeks. Our Medical Director, Dr. James Augustine, MD, is also helping lead the way by receiving the first dose of his vaccination today. And I am scheduled to receive the first dose of my vaccination series this Friday, 1/8.

Public vaccinations planning is also underway, and we anticipate being able to institute these plans in the next few months. Forest Park Fire, EMS, Rec & Leisure, and Clayton County Health District are currently working on developing these plans for the public. These may include walk-through and drive-through capability for dispensing the vaccinations. Specific details of these Points of Distribution will be released later, when appropriate.

The City continues to take necessary precautions to protect employees from contracting the virus by workplace transmission. The Fire Department has developed, and all city departments

have implemented, a Sick or Exposed Employee Flowchart. In brief, this flowchart will help Department Heads determine the proper course of action for their employees who may become sick or experience an exposure to someone who is sick. The flow chart accounts for necessary testing at appropriate intervals and provides guidance on how long employees must remain out of work and when they may return.

Additionally, all city departments have instituted the use of a commercial grade sanitizing sprayer and solution. The process of building sanitizing at a minimum will be every Friday afternoon, or the last weekday before a holiday break, and any time an employee becomes sick while at work and may pose an exposure risk to their coworkers.

V. PRESENTATION(S):

1. Zoning Ordinance Assessment and Recommendations for new Ordinance- KC Krzic, Collaborative Firm

KC Krzic Project Manager and Michael Hightower of the Collaborative Firm – Did a detailed presentation on the Zoning Ordinance Update Rewrite

Comments/Discussions from Council:

There was no comments/discussion from Council

VI. REGULAR MEETING AGENDA ITEMS:

➤ **OLD BUSINESS: NONE**

➤ **NEW BUSINESS:**

1. Discussion to Appoint of Mayor Pro-Tem

Comments/Discussions from Council:

Mayor Butler – Asked Councilmember James to remain the Mayor Pro Tem

Councilmember Wells – I would like to recommend Councilmember Antoine; we change every year.

2. Discussion to Appoint Election Superintendent

Comments/Discussions from Council:

Mayor Butler – If we cannot agree on this, then by default it will fall to the City Clerk's office

Councilmember Wells – Keep who we have, have not had any issues with the three (3) elections she has held (inaudible)

Councilmember Gutierrez – Why is this on the agenda?

Mayor Butler – This has come up in our retreat and we kept who we had in place and now it is time to make an appointment, and if we chose to go with Ms. Wright, then that is the direction Council chose to go and if we want to go in another direction, this is the time to do so.

Councilmember James – I would recommend that we put it out to select those interested in applying the position of Election Superintendent and Deputy Superintendent.

Councilmember Gutierrez – Why are wanting to change? I understand there were some complaints, but they were from candidates that did not win. Do we just like to rotate?

Councilmember James – I would prefer that we discuss in Executive Session.

Councilmember Wells – City Attorney, can we discuss in Executive Session?

Attorney Williams – You are not required to, but this particular subject can be discussed in Executive Session.

3. Discussion to Appoint Deputy Election Superintendent

Comments/Discussions from Council:

Councilmember Wells – I think once we decide on an Election Superintendent, they should be involved in this process to get someone that is qualified to do the job.

Councilmember Gutierrez – For clarity, the Election Superintendent is the one that oversees the whole process? And the Deputy is the helper?

Councilmember Wells – Responded yes

4. Discussion to approve a Resolution to set and publish qualification fees for the 2021 General Election for the Offices of Mayor, and Council Wards 1, 2

Background and Summary:

Title 21 of the Official Code of Georgia requires that qualification fees for public offices are fixed and published no later than February 1.

Comments/Discussions from Council:

Councilmember Mears – Do we see any need to increase or decrease the standing amounts?

Attorney Williams – This is more a housekeeping deal; because the Statue sets the fee at 3% of the preceding salary for each position and we are required to publish the fees prior to Feb. 1st.

5. Discussion to Appoint Development Authority Board Member(s)

Comments/Discussions from Council:

Councilmember James – I would like to recommend Dexter Hartsfield to the Development Authority to the vacant seat on the board.

6. Discussion to Select Pension Plan Option- Shalonda Brown, Interim City Manager

Background and Summary:

GMA Pension Plan staff will prepare documents for the Governing Body's approval once the City decides which plan, they will select. This item will be placed on the regular agenda once we receive the documents from GMA.

Comments/Discussions from Council:

Councilmember Antoine – (inaudible)

Councilmember Wells – (inaudible)

Councilmember James – This was a discussion on our recent Work Session. What the full impact of the finances will be on the City. We were discussing in the Retreat stopping the current plan and starting this plan, but I still fell we need more information on how this will impact the city and would like to table to have more meetings on this.

Councilmember Wells – I was not in attendance at the December Special Call Meeting, so is there someone here that could possibly answer Councilmember James' questions?

City Manager – Yes, there was a representative from GMA, Michelle Warner, gave us information with the different fees. For them to do the actuary, we had to have a percentage to prepare, which was 1.5% and 2.5% to compare the cost to the city. Each time to do an estimate, there is a cost of \$2,500 fee. At the rate of 1.5% the cost to the city was \$512,663. If we do a 1% multiplier, we will need them to give us the cost. I spoke with the representative from Empower, the amount the City contributes as a total is \$368,002.66 currently, so if we do the Pension at the 1.5% multiplier it would be an increase; the 1% may be lower or a wash out.

Mayor Butler – The estimate rate of return on 7.25%, so any time the stock market falls below that percentage the city would have to make up the difference and that is something we must consider.

Councilmember Gutierrez – This is something that is occurring across the state, a lot of cities and municipalities have. Recruiting for new employees is hard because other cities have more benefits/pension plans are stable benefit plan. I am in favor of pension plan. At 1.5% would yield for 20 years and employee would get 30% of their salary.

Councilmember Antoine – We cannot control stock market it goes up and down. We are talking about investing in our employees.

Councilmember Wells – We have employees who have been working for the city 30 plus years and do not want to leave, because the city does not want to offer them a plan. I agree with Councilmember Antoine, there is nothing to debate about when we are investing in the people that make our city move.

City Manager – We do have a 457 Compensation Plan for the employees.

Councilmember Antoine – (inaudible)

Mayor Butler – I would like to have our Finance Director in place. I am for investing in our employees, but think it is very critical that we look at all avenues.

Councilmember James – Have there been conversation with the employees about this?

City Manager – I have spoken with the employees from a HR standpoint and as City Manager. They are excited about the opportunity of having a Pension

Plan. I have explained that we may not keep the 457 Plan, but they can keep it and have all the savings to themselves. Because with the 457 you can borrow, with the Pension Plan you cannot borrow.

Councilmember James – I am not against the Plan, but it is to make sure that we are able to do it. There are other cities who have had a Pension Plan and had to stop it, but they included some form of employee contribution oppose to the city covering the entire cost.

Councilmember Gutierrez – What will that look like? I do not want this to fall by the wayside, since this has been something discussed two years ago, what more information do you need?

Councilmember James – Would like a comparison as to what the cost would be to the city if we something like the 457 Compensation with some type of employee contribution. There was a fee explained, where if employees are not participating, the city would pay a certain amount, which is a substantial amount what the city would pay if employees were or were not participating. How does that look, what do it mean? If an employee decides they do not want to participate, does the city continuing to pay? I am not trying to debate but just need more information. I agree with Councilmember Wells about the Council, I do not think Council should be a part of Pension Plan, the focus is on the employees.

Councilmember Antoine – We are employees also, so I disagree with that. The information is here, there is representative from GMA that share all the data, this is where it comes down to approving or not. Attorney Williams, is there some type of legislation that we can pass not approving Council to be included in Pension Plan?

Attorney Williams – You do not have to accept the Pension Plan.

Further discussion was inaudible due to multiple persons speaking.

Attorney Williams – Staff will need some direction on how to move forward.

Councilmember Wells – We need to decide which option we are going with?

7. Discussion to approve Volunteer Day Leave- Councilman Hector Gutierrez

Background and Summary:

It is proposed that a paid day off for employees be offered once a year so that they may volunteer for Philanthropic or charitable cause.

Councilmember Gutierrez spoke on why he would like to see the employees have a day of paid leave to volunteer in the city.

Comments/Discussions from Council:

Councilmember Antoine – My suggestion is on the One-Day Volunteering, if we set up hours for volunteering which would encourage employees to volunteer.

Councilmember Gutierrez – I would like to see three (3) days per calendar year set up, but not knowing the cost to the city, this is just the initial discussion and can have another discussion later

Councilmember Antoine - This could cost the city a lot, but if we add instead of each day, just one day, and every extra day would go to volunteering, which would add up your volunteering needs/account, and the amount you get from the account, makes you eligible to go volunteer. You have that one day, but you have employees that volunteering is second nature to them. So, they would submit paperwork for volunteering to add on the volunteering hours, separate from the city volunteering hours, with hope that they would gain enough volunteering hours to meet what the City has set for number of days and they would be eligible to go on a mission trip.

Mayor Butler – Are you suggesting the City pay for a mission trip?

Councilmember Antoine – Yes

(There was further discussion on how to set up the Volunteer Day for employees)

Attorney Williams – The City Manager and staff can put together guidelines for a One-Day Volunteer Day in the City of Forest Park that documentation. Beyond that, we would have to put something together for Council to review and agree upon.

This item will be brought back to the new meeting.

8. Discussion to adopt ORDINANCE 2021-01 the Temporary Loans: authorizing the temporary loans by the City of Forest Park, under the Constitution of the State of Georgia; Article 9, Section 5, Paragraph V. - Attorney Mike Williams.

Background and Summary:

The Ordinance is presented in January each year to allow the City to acquire temporary loans with specific banks during the calendar year. Any loan, if needed would be to pay operating expenses of the City and would be subject to a limit.

Comments/Discussions from Council:

There was no comments/discussion on this item.

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

Councilmember James motioned and Councilmember Gutierrez second to recess into Executive Session at 8:02pm. Motion was approved.

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

Councilmember Mears motioned and Councilmember James second to reconvene the Work Session at 8:59pm. Motion was approved.

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

VIII. ADJOURNMENT:

Councilmember James motioned to adjourn the Jan. 4th Work Session at 9:00pm and Councilmember Mears provided the second. Motion was approved.

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

Please join us via Zoom, the link and to call in is listed below:

<https://us02web.zoom.us/j/87359015106?pwd=dXR6S0hUajVlb3ZWMEs1Wkl3dWhEUT09>

Meeting ID: 873 5901 5106

Passcode: 563600

One Tap Mobile

Dial 1-301-715-8592 / Enter ID# 87359015106 / Enter Passcode 563600 US (Washington D.C)

Dial 1-312-626-6799 / Enter ID# 87359015106 / Enter Passcode 563600 US (Chicago)

**CITY OF FOREST PARK MAYOR &
COUNCIL REGULAR SESSION
MINUTES**

Monday, January 4, 2021 | 7:00 PM

The Honorable Mayor Angelyne Butler, MPA

The Honorable Kimberly James
The Honorable Hector Gutierrez
Latresa Akins-Wells The Honorable Allan Mears

The Honorable Dabouze Antoine
The Honorable

Interim City Manager:
City Clerk:
City Attorney:

Shalonda Brown
Sharee Steed
Mike Williams

- I. CALL TO ORDER/WELCOME:** The meeting was called to order by Mayor Butler at 9:01pm.
- II. INVOCATION:** Pastor Michelle Clinkscales
- III. PLEDGE OF ALLEGIANCE:** Was recited in unison
- IV. ROLL CALL- CITY CLERK:** All members were 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		✓

V. ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS:

- Addition(s)/Deletion(s):** There was no changes to the agenda.

VI. ADOPTION OF THE MINUTES: Monday, December 7, 2020 Work Session and Regular Meeting Minutes, and Wednesday, December 16, 2020 Special-Called Meeting Minutes.

Councilmember James – On Page 14 and 15 of the Dec. 7th meeting minutes, correction in the word DUMB should be DUMP and she stated she voted no on the motion for the moratorium.

Councilmember James motioned to adopt the December 7 and 16, 2020 meeting minutes with the recommended changes and Councilmember Mears provided the second. Motion was approved.

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

VII. AGENDA ITEMS:

➤ **OLD BUSINESS: NONE**

➤ **NEW BUSINESS:**

1. Approval to Appoint of Mayor Pro-Tem

Councilmember Wells motioned to appoint Councilmember Dabouze Antoine as Mayor Pro-Tem and Councilmember Antoine provided the second. Motion was approved.

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

2. Approval to Appoint Election Superintendent

Councilmember Wells motioned to retain Lois Wright as the Election Superintendent and Councilmember Antoine provided the second. Motion was approved.

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

3. Approval to Appoint Deputy Election Superintendent

Councilmember Wells motioned table this item and Councilmember Antoine provided the second. Motion was approved.

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

4. Approval to Appoint Development Authority Board Member(s)

Councilmember James motioned to table this item and Councilmember Gutierrez provided the second. Motion was approved.

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

5. Approve a Resolution to set and publish qualification fees for the 2021 General Election for the Offices of Mayor, Council Wards 1, and 2

Background and Summary:

Title 21 of the Official Code of Georgia requires that qualification fees for public offices are fixed and published no later than February 1.

Councilmember James motioned to set the qualifying fees for 2021 General Election and Councilmember Mears provided the second. Motion was approved.

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

6. Approval to grant Volunteer Day Leave- Councilman Hector Gutierrez

Background and Summary:

It is proposed that a paid day off for employees be offered once a year so that they may volunteer for philanthropic or charitable cause.

Councilmember Wells motioned to approve a Volunteer Day of Leave and Councilmember Gutierrez provided the second. Motion was approved.

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

7. Approval to adopt ORDINANCE 2021-01 the Temporary Loans: authorizing the temporary loans by the City of Forest Park, under the Constitution of the State of Georgia; Article 9, Section 5, Paragraph V.- Attorney Mike Williams.

Background and Summary:

The Ordinance is presented in January each year to allow the City to acquire temporary loans with specific banks during the calendar year. Any loan, if needed would be to pay operating expenses of the City and would be subject to a limit.

Councilmember Mears motioned to Adopt Ordinance 2021-01 Temporary Loans and Councilmember Wells provided the second. Motion was approved.

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

VIII. PUBLIC COMMENTS: (3 MINUTE LIMIT) – There was no Public Comments

If you would like to submit a public comment, please follow the directions below:

- Go to www.slido.com
- Use Event Code: 010421
- Submit questions or comments to the governing body no later than Monday @ 12:00 noon and they will respond to as many questions possible during this public comment period.

****Please include your full name and address when submitting questions****

IX. CLOSING COMMENTS BY GOVERNING BODY:

Councilmember James – Thanked everyone for staying with us tonight and wished everyone Happy New Year and looking forward to the 2021 year.

Councilmember Antoine – Happy New Year; wished Councilmember Wells a Happy Belated Birthday and wished everyone a blessed new year. We have a new initiative that is about to start happening. We have a pear tree that Councilmember Gutierrez is spear heading with the Mayor for Bethesda Church, for anyone needing food, there will be food provided. The guidelines and details will be provided, city operated for the residents of City of Forest Park. Thank you and go out and vote tomorrow.

Councilmember Gutierrez – Thanked everyone for tuning in, it was a long meeting, but we are for you. I attended the funeral of an employee and grateful all of employees. This Friday we will have the Food Truck Fridays, and on Jan. 12th at 4:00pm we are opening a food pantry, the city will not be running it. We are donating a storage for the pantry and the church has agreed to open to any

resident of the city. The church will be accepting donations. Stay safe. Happy Belated Birthday to Councilmember Wells and thanks to Mr. Rashmir for the monetary donations to help provide children in my Ward with gifts.

Councilmember Wells – Thanked everyone for tuning in and wished everyone a prosperous new year; Wellness with Wells every Tuesday from 6pm – 7pm at the gym. It has been 8 years that I have done the Christmas Give-away and I thank Mr. Rashmir and others for their donations.

Councilmember Mears – Thanked everyone for tuning in and wished everyone a prosperous new year; hope we can get everything worked out and keep the city safe, we have a long hard road ahead, but think we are going to be successful.

X. ADJOURNMENT:

Councilmember James motioned to adjourn the Jan. 4, 2021 Regular Meeting at 9:16pm and Councilmember Mears provided the second. Motion was approved.

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