

**CITY OF FOREST PARK MAYOR & COUNCIL**  
**WORK SESSION MEETING MINUTES**  
**Tuesday, January 19, 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 at 6:00pm by Mayor Butler.

**II. ROLL CALL- CITY CLERK:** A quorum was established.

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1		✓
Dabouze Antoine	Council Member, Ward 2, Mayor Pro-Tem		✓
Hector Gutierrez	Council Member, Ward 3		✓
Latresa Akins-Wells	Council Member, Ward 4	✓	
Allan Mears	Council Member, Ward 5		✓

**DIRECTORS 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 welcomed the following new employees – Patricia Wheeler, Office Coordinator/Fire and Kellie Holland Sr. Police Officer/Police.

Past Events – Jan. 8<sup>th</sup> - Food Truck Friday; Jan 14<sup>th</sup> – Unveiling of the Community Food Pantry  
 City News Information was highlighted – Renewal of Declaration of Local Emergency; Fire/EMS Department will present a Comprehensive Pandemic Plan at the Feb. 1, 2021 meeting; Installation of the new A/V equipment for Council chambers will begin on Jan. 20<sup>th</sup>; Ward 1 Neighborhood Meeting will be Jan. 21<sup>st</sup> at 5pm.

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

COVID-19 numbers continue to rise statewide. The same is true within the city and county. The current average rate of daily positives among those tested statewide is 17.5% on for the past two weeks; about the same as two weeks ago.

As of today, 1/19/2021:

- Clayton County's average rate of daily positives is 18.9%, 0.2% higher than a couple of weeks ago, but still significantly higher than the state's two-week average. Clayton Co accounts for about 2% of total cases in GA  
 As reported by Clayton Co Health District: 1/4/2021
- Forest Park currently has 1,426 cumulative cases 10.5% of county cases on the 30297 Zip.

We encourage everyone 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. Some of our personnel continue with COVID vaccination. Three completed their second dose this morning, with seven more to receive their second dose by the first week of February. Several personnel from PD have signed up for the vaccine as well, but I am not familiar with the progress of their vaccinations. There is still reluctance by some personnel to receive the vaccine for various reasons, and we are working with Dr Augustine's help to promote the safety and efficacy of the vaccine and encourage broader participation. Clayton County Health District, in conjunction with Forest Park, conducted a public vaccination event last Friday, Jan 15<sup>th</sup> from 9am to 4 pm. I would like to introduce Stacy Tolbert, Emergency Preparedness and Response Coordinator for Clayton County Health District with additional information.

**Stacy Tolbert with Clayton County Health Department** reported on the mass vaccinations that were given on Friday, January 15<sup>th</sup>, which was held at the Gym. 373 vaccinations were administered, do not have a clear number of how many were residents of Forest Park as of today. We are asking the communities to be patient as we go through this process. On Sat., Jan. 23<sup>rd</sup> we will have our second mass vaccination clinic; the third will be Jan. 29<sup>th</sup>, both events will be held at the Cathy Truitt Professional Learning Center and will be a drive-thru location and we anticipate vaccinating approximately 730 to 870 citizens. There is a call center taking calls and we are booked out for two-weeks and have slowed down the process of taking appointments and appointments are based on vaccine availability. Additional and updated information is posted on our website at [www.claytoncountypublichealth.org](http://www.claytoncountypublichealth.org) please visit regularly to get updates on vaccine dates, times, and locations. We will start doing COVID-19 testing at the 1117 Battle Creek Road, Jonesboro, further information will be sent out regarding this change.

**Comments/Questions from Council:**

**Councilmember Antoine** – Is this not a first come, first serve basis, you will have to make an appointment, correct?

**Ms. Tolbert** – Correct, it is done by appointment only. We are still in the Phase 1 approach, Tier 1A, which has been expanded to those 65 and older and their caregivers and expected to continue this phase until mid-February.

**Chief Turner** – Because of the requirements of the vaccine, there is a specific time frame once they are moved from the ultra-cold storage and reconstituted, there is a specific time frame it can be used and beyond that timeframe they must be discarded. So, the County is very particular in how they plan the distribution to eliminate the waste.

**V. PRESENTATION(S): NONE**

**VI. REGULAR MEETING AGENDA ITEMS:**

➤ **OLD BUSINESS: NONE**

➤ **NEW BUSINESS:**

**1. Discussion to Amend to the Special Events ORDINANCE 2021-02 to Allow Alcohol at Non-City Sponsored Events - City Attorney, Mr. Mike Williams**

**Background and Summary:**

The City's current ordinance allows for the sale and consumption of beer and wine only at City-sponsored special events. It is proposed that the ordinance be amended to allow this activity to occur at any special event so long as the same licensing and permitting requirements are met. It is anticipated that this will enable the City to be more competitive in attracting special events to the City once the COVID-19 restrictions on gatherings are lifted.

**Comments/Questions from Council:**

**Councilmember James** – This was discussed a few years back, why would we allow alcohol in our parks? What will constitute a Special Event?

**Tarik Maxwell** – We are receiving requests from large festivals planning and they are asking about alcohol sales. We are looking to do the permit and to have a station where citizens will have to show ID and purchase a wristband for purchasing alcohol and it will bring another stream of revenue for the city.

**Attorney Williams** – Our Special Events ordinance will govern this, the type of events where a permit for operation, so one would present the operation and security plan, these would be considered as special event. The vendor would have a separate license to sell beer or wine, so it would not be for a cookout.

**2. Discussion to Approve ORDINANCE 2021-03 Allowing for the Installation of Traffic Calming Devices (Speed Humps) in Residential Neighborhoods - City Attorney, Mr. Mike Williams**

**Background and Summary:**

It is proposed that the City adopt an ordinance and policy with respect to the installation of traffic calming devices (speed bumps) on residential streets throughout the City. This ordinance would authorize the installation of speed bumps either (a) upon the City's own initiative to address a particularly identified speeding problem or (b) in response to a petition from at least 51 percent of the residents in a particular neighborhood.

**Comments/Questions from Council:**

*Councilmember Antoine asked a question, but it was not audible.*

**Attorney Williams** – There are various streets throughout the city with speeding problems and one way to address it is with speed bumps, but there are other traffic calming devices we can use, this will set up the structure as how to handle them.

**3. Discussion to Approve ORDINANCE 2021-04 Establishing Procedure for Forfeited Bonds - City Attorney, Mr. Mike Williams**

**Background and Summary:**

The proposed ordinance provides a notification process for the disposition of unclaimed bail money held by the municipal court. The funds must be unclaimed for at least a year following the disposition of the case. If funds are not claimed after due notification, the funds are deposited into the general fund of the City. A notice must be mailed to the last known address of the surety, and the notice must also be posted on the City webpage for at least 90 days.

**Comments/Questions from Council:**

**Mayor Butler** – After one-year and it goes back to the general fund, then is cannot be claimed?

**Attorney Williams** – Correct

**4. Discussion to Approve the Model Mile Alignment RESOLUTION 2021-03 - Management Analyst, Ms. LaShawn Gardiner, and Interim City Manager, Ms. Shalonda Brown.**

**Background and Summary:**

In 2018, the AeroCIDs in cooperation with the Aerotropolis Alliance completed

the AeroATL Greenway Plan, that identified a large network of trails that would connect many communities of South Metro Atlanta. In 2019, the AeroCIDs applied for and received a Livable Centers Initiative (LCI) grant from the Atlanta Regional Commission (ARC), and Pond was selected as the consultant firm to complete this study. Seven model mile communities were identified to develop feasibility studies regarding trail network connectivity. Each of the seven communities defined their model mile project area, which served as the starting point for the study. Pond has presented the status of the Model Mile to City Council on at least two occasions. The first occurred Summer of 2020 to provide an overview of the project and its work with city staff to collect data. The second occurred December 7, 2020 to provide Council with the recommended trail alignments and project goals. In addition, due to the Corona Pandemic, public participation meetings and surveys were available for public feedback and participation in a virtual environment. The next step is for the governing body to adopt a Resolution designating the preferred alignment as presented by Pond for the Model Mile. In working with Pond and analyzing the data and possible scenarios regarding cost and any necessary land/right-of-way purchases, staff is recommending the Activate Main Alignment. A copy of the presentation from the December 7, 2020 City Council meeting was included with your resolution packet.

**Comments/Questions from Council:** (36:19)

**Councilmember Gutierrez** – Why are we moving the Model Mile to Main Street Alley, because in the discussion of the project, the deal was to run it alongside Starr Park and downside West Street to the school. What are the advantages of the change?

**Mrs. Gardiner** – The purpose of the Model Mile was to connect our points of destinations, so as we look to revitalize Main Street, that would be one of our points of destinations, along with also connecting to Starr Park and running parallel along Forest Parkway to end at the Farmers Market. This will also feed into our whole development process of updating our LCI plan to connect certain elements.

**5. Discussion to Approve RESOLUTION 2021-04 the Solar Resiliency Program**  
- Management Analyst, Ms. LaShawn Gardiner, and Interim City Manager, Ms. Shalonda Brown

**Background and Summary:**

The Georgia Environmental Finance Authority (“GEFA”) offered government entities in the State of Georgia the opportunity to apply for technical assistance to determine the feasibility of using solar energy as an alternative power source at designated buildings that could offer shelter for citizens in need during an emergency event that results in power outages of 48-72 hours or longer in the city. The designated buildings listed in the application were the recreation center and the Hartsfield Community Center Building (also referred to as the 696 Building). Participation in this program is no cost to the city, however the city will have to work with the GEFA and its designee to provide certain documents related to the facilities and allow access to the sites, etc.

**Comments/Questions from Council:**

**Councilmember Mears** – There is a lot more citizens to be out of power in the city than these two places can accommodate. They both have a maximum

occupancy of 200-250 in each building, so what will happen to the other 15,000 residents?

**Mrs. Gardiner** – This is just a feasibility study at this point, to review both facilities to see if they can hold solar panels and battery storage. It is not set-in stone at this time, they were sites selected based upon the multi-level of the facilities and where people would have restrooms and kitchen facilities.

**6. Discussion to modify the Business Limitation ORDINANCE 2021-05** – City Attorney, Mr. Mike Williams

**Background and Summary:**

Last year, the Council adopted an ordinance amending the Zoning Code to impose limitations on the numbers and spacing of certain types of businesses within the City. It is proposed that the ordinance be modified to allow the issuance of more than one business license for the same type of business within the same structure. It is further proposed that businesses proposing to operate within a flea market structure not be subject to the distance limitations set forth in the existing code. These proposed changes are intended to address the unique nature of flea market establishments. As a text amendment to the Zoning Code, the ordinance must be submitted to the Planning Commission and a public hearing must be held prior to its adoption. The proposed changes to the ordinance are shown in bold and underlined.

**Comments/Questions from Council:**

**Councilmember James** – This change is recommended because of a business owner on Jonesboro Road has a discount mall and within that discount mall, he is unable to rent out spaces due to this ordinance as written.

**7. Discussion to Approve Three New Positions within the Finance Department -** Deputy Finance Director, Ms. Darquita Williams

**Background and Summary:**

Due to the increase in workflow and the reexamination of processes and priorities, the Finance Department is requesting the following positions to be funded and added to the budget: Staff Accountant, Procurement Assistant, and Business License Assistant. The ultimate goal of this request to increase the overall efficiency of the department, create more accountability to the community for the public's funds, and enhance the services provided to the public/community from the Finance Department.

**Comments/Questions from Council:**

**Councilmember Gutierrez** – Have we had a discussion on these?

**Ms. Williams** – This is a follow-up to a discussion held at our Retreat, where we discuss improvements and short falls that we have been experiencing in the Finance Department. She explained the positions and duties.

**Councilmember James** – There is a problem with updating procedures and software and I think this is bigger than adding to personnel. The Business License Assistant, it had been mentioned that there was software that could be purchased to assist with streamlining our business license process, we have an even bigger

issue, we have a position for a Finance Director that has not been filled; and feel that he/she would be given the opportunity to evaluate the department to see what is and who is needed. Can Mr. Geeter speak to us about his need for an assistant? I am concerned with getting people in lieu of the root of the issue, getting software and update to the systems is needed.

**Councilmember Antoine** – Ms. Williams explained the reasoning for the need of these additional persons and would enhance the responsibility of those positions lacking help, which means that if we are looking from the outside in, we are not aware of, but they do and is important. If she is asking for help that will benefit the citizens and employees and the previous director requested that more positions be added to the Finance Department and we did nothing. We want to be proactive not reactive.

**Councilmember Gutierrez** – I agree with Councilmember Antoine. I have a lot of expectations from the Finance Department and would like to meeting with them quarterly. We have spoken with businesses and know the issues they are having with business licensing. We do need a Finance Director, but if we can improve the department before that, let us do it.

**Ms. Williams** – Software updates were mention during the retreat as well upgrade in technology. We have not done the research on the business license software, we have implemented some other things, entered an agreement with EGov for on-line tax payments, installing a drive-thru and implementing remote deposits. We have started looking at some technology, our business license technician has started the research on business licenses but have not narrowed it down to three prospects.

**Councilmember Gutierrez** – What is the time frame and reach out to other cities.

**Ms. Williams** – Will get with staff to narrow this down and hopefully by the next council meeting will have something for Council to review and discuss.

**Mayor Butler** – If this is approved, are you wanting to wait until the Finance Director is onboard to have input?

**Ms. Williams** – That is an option, I am willing to work with whatever Council will allow us to have. But if you would like to wait, we are willing, I just wanted to follow-up from our previous conversation with the positions that I see need to improve the processes in the Finance Department.

**Councilmember Gutierrez** – If you had to rank these position as 1, 2, 3, which is the most important?

**Ms. Williams** – Procurement Assistant, Staff Accountant and Business License Assistant.

**Councilmember Antoine** – Ms. Brown, what is the timeline for the Finance Director.

**Interim City Manager** – I was instructed that I was not to hire the Finance Director but to allow the new City Manager to do so. Once you have hired the City Manager, he/she will be instructed to hire a Finance Director. The position has been advertised and will continue to be advertised until February 1<sup>st</sup>.

**Councilmember James** – You were instructed by the Council? I do not remember us doing that.

**Councilmember Antoine** – That was done in executive session.

**Councilmember Mears** – Motioned to table item until the Finance Director is hire. That motion died for lack of a second.

*Further discussion was held on this item.*

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

**VIII. ADJOURNMENT:**

Councilmember Mears motioned and Councilmember Gutierrez provided the second to adjourn the Work Session at 7:05pm. Motion was approved.

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

**CITY OF FOREST PARK MAYOR & COUNCIL**  
**REGUALR MEETING MINUTES**  
**Tuesday, January 19, 2021 | 7:00 PM**

The Honorable Mayor Angelyne Butler, MPA

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

The Honorable Dabouze Antoine  
 The Honorable Latresa

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 7:06pm.**
- II. INVOCATION: Rev. Rhonda Miller Curry**
- III. PLEDGE OF ALLEGIANCE: Recited in unison**
- IV. ROLL CALL- CITY CLERK: A quorum was established.**

Attendee's Name	Title	Absent	Present
Angelyne Butler, MPA	Mayor, At-Large		✓
Kimberly James	Council Member, Ward 1		✓
Dabouze Antoine	Council Member, Ward 2 Mayor Pro-Tem		✓
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:**

Councilmember James motioned and Councilmember Gutierrez provided the second to added Approval of Resolution 2021-05 Abandoned ROW along with a Certain Parcel and removing item number 6 from the agenda. Motion was approved.

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

**VI. ADOPTION OF THE MINUTES: Monday, January 4, 2021 Council Regular Meeting**

Councilmember Mears motioned and Councilmember James provided the second to approve the January 4, 2020 Council Meeting Minutes. Motion was approved.



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

**VII. AGENDA ITEMS:**

➤ **OLD BUSINESS: NONE**

➤ **NEW BUSINESS:**

**1. Approval to Amend to the Special Events ORDINANCE 2021-02 to Allow Alcohol at Non-City Sponsored Events**

Councilmember Antoine motioned and Councilmember Gutierrez provided the second to approved Special Events Ordinance 2021-02. Motion was approved.

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

**2. Approval of ORDINANCE 2021-03 Allowing for the Installation of Traffic Calming Devices (Speed Humps) in Residential Neighborhoods**

Councilmember Antoine motioned and Councilmember Mears provided the second to approved Ordinance 2021-03 Allowing for Installation of Traffic Calming Devices in Residential Neighborhoods. Motion was approved.

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

**3. Approval of ORDINANCE 2021-04 Establishing Procedure for Forfeited Bonds**

Councilmember Mears motioned and Councilmember James provided the second to approved Ordinance 2021-04 Establishing Procedure for Forfeited Bonds. Motion was approved.

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

**4. Approval of the Model Mile Alignment RESOLUTION 2021-03**

Councilmember Gutierrez motioned and Councilmember James provided the second to approved Resolution 2021-03 Model Mile Agreement. Motion was approved.

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

**5. Approval of RESOLUTION 2021-04 the Solar Resiliency Program**

Councilmember James motioned and Councilmember Gutierrez provided the second to approved Resolution 2021-04 Solar Resiliency Program. Motion was approved.

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

**6. Approval to modify the Business Limitation ORDINANCE 2021-05**

*(Item was removed from the agenda)*

**7. Approval for Three New Positions within the Finance Department**

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

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

**8. Approval of Resolution 2021-05 Abandoned ROW along with a certain parcel be conveyed to the Development Authority for economic development purposes**

Councilmember James motioned and Councilmember Mears provided the second to approve Resolution 2021-05 Abandoned ROW along with a certain parcel be conveyed to the Development Authority for economic development purposes. Motion was approved.

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

**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](http://www.slido.com)
- Use Event Code: 011921
- 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** – Ward 1 – Virtual Neighborhood Meeting, Jan. 21<sup>st</sup> it is posted on the city’s website. The Forest Park Zoning Community Meeting that was recently held, if you could not attend you can find it on YouTube, search Forest Park Zoning Ordinance. Our Zoning Ordinance has not been updated since 1950’s, there is a survey for citizens to complete to assist with the updates.

**Councilmember Antoine** – Good afternoon, looking forward to seeing how the Community Shed will provide for the community, please donate can goods and monetarily to this project. Looking to move pass Tier 1 with the COVID vaccinations and information getting out to everyone.

**Councilmember Gutierrez** – Thanks to my Forest Park family who extend well wishes to me and my family during our illness the past few weeks. Be safe, take care of yourselves and tell your family you love them. The City is working hard for you, passing on the forward-thinking ideas and we question everything because we care and want what is best for the citizens of Forest Park. Thanks to all that listen in to us tonight. Food Truck Fridays has been put on hold for now.

**Councilmember Mears** – Be patient when getting the vaccinations, the system is overwhelmed. Do not give up, go get the shot.

**Mayor Butler** – Thanks to everyone for joining the meeting tonight and look forward to seeing everyone in a couple of weeks.

**X. ADJOURNMENT:**

Councilmember Gutierrez motioned and Councilmember James second to adjourn the Regular Council meeting at 7:26pm. Motion was approved.

Councilmembers	Aye	No	Abstain
Kimberly James	✓		
Dabouze Antoine	✓		
Hector Gutierrez	✓		
Latresa Akins-Wells			

Allan Mears	✓		
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