

**CITY OF FOREST PARK MAYOR & COUNCIL  
WORK SESSION MEETING MINUTES  
Monday, February 15, 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:** All was present, and 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		✓

**III. CITY MANAGER'S REPORT:** Shalonda Brown

The Interim City Manager announced not only a historic but a defining moment in the history of Forest Park, the Police Department now is online with Body Cameras

Upcoming Events:

- Town Hall Meeting sponsored by Councilmember Gutierrez will be held virtually on Wed., Feb. 17<sup>th</sup> at 6:00pm
- Ward 1 Neighborhood Meeting with Councilmember James will be held virtually on Thur., Feb. 18<sup>th</sup> at 5:00pm
- Mayor and Council has been invited to the ribbon cutting ceremony honoring the Community's New Vietnam War Memorial in Morrow on Sat., Feb. 27<sup>th</sup> at 11:00pm at Morrow's City Hall

**IV. COVID-19 UPDATE:** Division Chief, Joel Turner

There are general improvements in positive case numbers over the past two weeks. The current average rate of daily positives among those tested statewide is 9.9% for the past two weeks; 3.8% lower than the first of the month at Council's last meeting.

As of today, 2/15/2021:

- Clayton County's 2-week average rate of daily positives is 11.3%, 4.6% reduction since last reported, and closer to the state average than before.

As reported by Clayton Co Health District this afternoon: 2/15/2021

- Forest Park currently has 1,959 cumulative cases: 9.7% of county cases on the 30297 zip. We are below the state average for the first time in a long time.

Everyone is still highly encouraged to follow good personal hygiene practices

- wash hands frequently
- use hand sanitizer
- maintain physical distancing
- and use masks

We still encourage those who can, to get a flu shot. As a reminder, the general recommendation is to allow 3-4 weeks after receiving the influenza vaccine before receiving the COVID vaccination. Getting the Flu Vaccine now will help to further reduce the number of respiratory infections throughout the winter. Again, this vaccination is covered by most major insurance providers, including Medicare & Medicaid, and is available through most pharmacies and professional medical providers.

COVID Vaccinations continue for Tier1A individuals. These individuals include high-risk individuals 65+ with significant health issues, and their care givers. I know it is challenging for others to find a date and location to obtain the vaccine, but I encourage everyone in the high-risk category to be patient and remain persistent.

## V. REGULAR MEETING AGENDA ITEMS:

➤ **OLD BUSINESS: NONE**

➤ **NEW BUSINESS:**

1. **Discussion to Approve ORDINANCE 2021-05 to Adopt Charge Fees for certain Planning Building and Zoning and Fire Inspection and Plan Review Services -** Planning Director, James Shelby, Fire Chief, Don Horton, Interim City Manager, Shalonda Brown

### **Background and Summary:**

Many cities and counties throughout the Atlanta Metropolitan area charge fees for Zoning Verification Applications and Fire Plan Review and Inspections. Currently, the City of Forest Park does not charge for these services. The following are comparable Metro Atlanta cities and counties that charge fees for Zoning Verification Applications and Fire Plan Review and Inspections.

### **Metro Atlanta Zoning Verification Application Fees by City/County:**

- Clayton County – \$100
- Hapeville – \$75
- Riverdale – \$25
- Fayetteville – \$75
- College Park – \$75
- East Point – \$50
- Atlanta – \$100
- Stockbridge – \$50
- McDonough – \$20 + \$5
- Morrow – \$35

### **Comparable Cities/County that Charge Fees for Fire Plan Review and Inspections**

- Peachtree City
- College Park Fire Rescue
- Clayton County Fire & Emergency Services
- Brookhaven Fire Marshal
- Fairburn Fire Department

**James Shelby, Planning Director** proposed a rate of \$75.00 for the Zoning Verification letters.

**David Halcome, Fire Marshall** proposed the following:

**Plan Review New Construction** - \$0.10 per SQ. FT. These fees are applicable to all commercial, multi-family dwellings, and new residential sub-division projects (not applicable to one and two-family structures). Plan review fees are due at the time of plan submittal. These fees are separate from applicable permit fees.

**Sprinkler Plan Review**

0-6 Heads – \$-0- (no charge)

7-50 Heads - \$50.00

51 Heads or more - \$100.00

**Fire Alarm Plan Review**

0-6 Devices - \$ -0- (no charge)

7-50 Devices - \$50.00

51+ Devices - \$50.00

**Existing Building Renovations** – \$0.10 per SQ. FT.

**Inspection / CO - (All construction)**

First 80% and 100% \$ N/C

First Follow-up 80% and 100% \$ N/C

Second Follow-up \$100.00

Third Follow-up \$150.00

**NFPA 96 Ventilation Control and Fire Protection of Commercial Cooking Operation Plan review and Witnessed operation inspection** - \$50.00

**Fire Safety Certificate of Occupancy / New Business License Inspections**

First Inspection \$ N/C

First Follow-up \$ N/C

Second Follow-up \$100.00

Third Follow-up \$150.00

Forth Follow-up Citation for Court

**Fuel Tanks Plan Review and Inspection (Installation or Removal)**

Fuel tanks, 600 Gallons or less - \$500.00

Inspection and plan review of 600 Gallons or more shall be submitted to the State Fire Marshal's Office but plans and application shall also be submitted to Forest Park's Fire Marshal's Office for records.

**Fireworks Display Permit**

Per Event, Per Day, Without Fire Department standby fee - \$100.00

(This permit shall be completed with Inspection of site prior to Clayton County Probate Court issuing a License).

**Commercial Burn Pit Permit** - \$100.00 per site

All sites must meet requirements set forth by the Fire Marshal's Office an Air Curtain destructor must be used.

All Fees received for Plan reviews or Inspections conducted by the City of Forest Park Fire Marshal's Office will be placed in an account to be utilized by the Fire Marshal's Office to promote Public Fire Safety Education using interactive simulators, expendable materials.

These fees will be utilized to purchase essential Fire Investigation vehicle that is outfitted with the tools and test equipment necessary to conduct an accurate and complete investigation in the pursuit of the reduction of the loss of life and property within the City.

**Comments/Questions from Council:**

**Councilmember Gutierrez** asked Chief Halcome, how did he come up with the fees that he stated?

**Chief Halcome** – The fees are based on time to do the review and applications, plan reviews and fees from other jurisdictions comparable to Forest Park.

**2. Discussion to Approve RESOLUTION 2021-07 Assistance to Firefighters Grant Program.** - Management Analyst, LaShawn Gardiner

**Background and Summary:**

The Federal Emergency Management Administration issued a Notice of Funding Opportunity (NOFO) for FY20 Funding. The funds can be used for specified, eligible firefighting and emergency services equipment and training resources. The amount of available funding is \$319,500,000, and the agency is projecting to award 2,000 grants.

**Comments/Questions from Council:** There were no comments from Council.

**3. Discussion to Approve the Confirmation of the Finance Director** - Interim City Manager, Shalonda Brown.

**Comments/Questions from Council:** There were no comments from Council.

**4. Discussion to Approve the Confirmation of the City Manager** - Interim City Manager, Shalonda Brown

**Comments/Questions from Council:**

**Councilmember Gutierrez** – Asked Interim City Manager if she has worked out the salary and start date.

**City Manager** – Yes, and once confirmed will be mid-March.

**5. Discussion to Approve Funding for Twenty Jet Packs for Public Safety** - Director of Public Safety/Chief Clark, Deputy Chief Gentry

**Background and Summary:**

Verizon Wireless has decided to allow Public Safety the ability to purchase jet packs at no cost. The cost was initially for quarter one of the year and the cost would be \$99.99 per jet pack but after many hours of discussion with Verizon corporate, they have decided to extend the free jet packs to Public Safety. We would only be responsible for the monthly fees of \$37.99 per month per jet pack. Bringing the cost to \$759.80 monthly for the (20) twenty jet packs that are needed. This would bring the annual cost to \$9,117.60.

**Comments/Questions from Council:** There were no comments from Council.

**6. Discussion to Approve RESOLUTIONS 2021-08 and 2021-09 for the Expansion of the Urban Redevelopment Agency's Operating Area** – City Attorney, Mike Williams

**Background and Summary:**

It is proposed that the Urban Redevelopment Agency's (URA) operating area be expanded to provide for the financing of the new City Hall/Public Safety Facility, Starr Park improvements, the proposed Model Mile and related capital projects as previously presented to Council. The proposed area includes Starr Park, portions of Main Street, the footprint of the Model Mile and the location for the City Hall/Public Safety Facility. If approved, the next step will be to conduct a public hearing for the urban redevelopment plan for this new area at the City Council's first meeting in March.

**Comments/Questions from Council:**

**Councilmember Wells** – City Attorney, can you tell me where this come from and why? What is wrong with it staying the way it is right now? This is the same board that does not give us any information until it either asked for or it is last minute, and we want to put all this property into their hands? What would happen if we did not do this? Who has been in contact with the financial analyst?

**City Attorney** – In order for the projects to be financed utilizing the URA, Council must authorize an additional area for the URA to operate in. So that is what the map is

referencing, the areas where the work will be done.

If you do not do this, then you will not have the vehicle to finance these projects and Council will have to come up with another alternative for financing and we would have to go back to drawing board. We have been in contact with bond counsel, your financial advisor and working with staff to identify all the projects and areas. There are two resolutions, one is a restatement of the need to have the URA operate, because the previous one was based on the prior state's statute, so this updates that and is based on the new statute language and a prerequisite resolution that you have to adopt before you do anything; and the second resolution establishes the additional area, which would be an addition to the Ft. Gillem area that was done back in 2014.

This has all been done at the staff level core team, and we are presenting this to Council for adoption. And the actual financing and redevelopment plan will come back to Council in a couple of weeks for you to adopt that, based on what the staff discussed.

**Mr. Shelby** – In a previous I presented the metrics that had all capital project that could be funded by SPLOST, one project could possibly be fund by TAD. At the retreat I update that metrics, which I presented to Council. Expanding that district, to fund these projects so we can sell bonds using URA. These are the same projects and I apologize if that was not clear and have come before Council at least twice previously. SPLOST will not pay for all these projects, so for us to fund projects and make the capital improvements they need to be funded through this mechanism that we are presenting tonight.

**Councilmember Wells** – Thanks for the information, but my concerns are with the board that does not communicate with council and I do not want to give more to this board and the council continues to be in the dark. Would like to know how the council is going to be involved and why we have not been involved? The boards work for the Council and for us to be in the dark about everything that they are doing is an issue for me. If this item is approved, I would like the URA to communicate more to Council, so we are not in the dark about anything that goes on in the city.

**Attorney Williams** – There are two additional parts for Council, one as I mentioned, the approval of the URA Plan, which is something staff will put together, which would be the plan that the URA will have to follow which would be approved by Council who will set the policy. The second piece is when we are prepared to finance the projects, there will be an intergovernmental agreement that Council will approve which will set forth all the terms of the financing and Council would have to agree to it, the URA just could not do it on its own.

## VI. ADJOURNMENT:

Councilmember Mears motioned and Councilmember James to adjourn the Work Session Meeting at 6:27pm. Motion was approved.

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

**CITY OF FOREST PARK MAYOR & COUNCIL**  
**REGULAR SESSION MEETING MINUTES**  
**Monday February 15, 2021 | 7:00 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 7:00pm by Mayor Butler
- II. INVOCATION:** - Dr. Bealer rendered the invocation
- III. PLEDGE OF ALLEGIANCE:** Was recited in unison
- IV. ROLL CALL- CITY CLERK:** All members was present, and 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

- V. PRESENTATION(S):**
  - **Proclamation – Mr. Greg Fievet, Cookie Grams of GA**
- VI. ADOPTION OF THE AGENDA WITH ANY ADDITIONS/DELETIONS:**
- VII. ADOPTION OF THE MINUTES:** Monday, February 1, 2021 Council Work Session and Regular Meeting

Councilmember Mears motioned and Councilmember James to approve the February 1<sup>st</sup> Work Session and Regular Council Meeting Minutes. Motion was approved.

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

**VIII. AGENDA ITEMS:**

➤ **OLD BUSINESS: NONE**

➤ **NEW BUSINESS:**

- 1. Approval of ORDINANCE-2021-05 to Adopt Charge Fees for certain Planning Building and Zoning and Fire Inspection and Plan Review Services - Planning Director, James Shelby, Fire Chief, Don Horton, Interim City Manager, Shalonda Brown**

Councilmember Mears motioned and Councilmember James to approve Ordinance 2021-05 to Adopt Charge Fees for certain Planning Building & Zoning and Fire Inspection and Plan Review Services. Motion was approved.

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

- 2. Approval of RESOLUTION 2021-07 Assistance to Firefighters Grant Program - Management Analyst, LaShawn Gardiner**

Councilmember James motioned and Councilmember Wells to approve Resolution 2021-07 Assistance to Firefighters Grant Program. Motion was approved.

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

- 3. Approval of the Confirmation of the Finance Director - Interim City Manager, Shalonda Brown.**

Councilmember James motioned and Councilmember Mears to approve the confirmation of Karen Slaton-Dixon as the new Finance Director. Motion was approved.

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

**4. Approval of the Confirmation of the City Manager - Interim City Manager, Shalonda Brown**

Councilmember James motioned and Councilmember Gutierrez to approve the confirmation of Dr. Marc-Antoine Cooper as the new City Manager. Motion was approved.

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

**5. Approval for the Funding for Twenty Jet Packs for Public Safety - Director of Public Safety/Chief Clark, Deputy Chief Gentry**

Councilmember James motioned and Councilmember Wells to approve the funding for Twenty Jet Packs for Public Safety. Motion was approved.

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

**6. Approval of RESOLUTIONS 2021-08 and 2021-09 for the Expansion of the Urban Redevelopment Agency's Operating Area – City Attorney, Mike Williams**

Councilmember James motioned and Councilmember Gutierrez to approve Resolution 2021-08 and 2021-09 for the expansion of the URA. Motion was approved.

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

**IX. PUBLIC COMMENTS: (3 MINUTE LIMIT)**

**Robin Kemp** – Why is the city merging the URA’s powers with the DDA and not the DA?

**X. CLOSING COMMENTS BY GOVERNING BODY:**

**Councilmember James** – Congratulations to our new Finance Director Ms. Dixon and to our new City Manager Dr. Cooper and to Mr. Greg Fievet. Mr. Fievet if you are on the zoom call, please unmute yourself so that you can speak. Special Thanks to the Fire and Police Departments for their participation in the Career Day at Forest Park High School, hopefully we can get more departments to participate in the future. I think it is a good idea to let the students know that there are careers in government in all areas, whether they work for the City of Forest Park or not. Remind everyone of the Virtual Neighborhood meeting every 3<sup>rd</sup> Thurs at 5pm; March 4<sup>th</sup> – Unity & Healing Virtual Meeting from 6:00pm to 7:30pm, a coalition of local pastors, please invite your family and neighbors to join; March 7 – Virtual Hunger Walk, I am the Team Captain for Forest High School through Helping Hands Ending Hunger Program. I invite you to contribute and participate in this event.

**Councilmember Antoine** – Thank to everyone for joining us that afternoon. He gave a 1 800 number for



the questions answered about the COVID vaccine 1-888-357-0169. Tonight's weather is causing most of the locations to closed on tomorrow.

**Councilmember Gutierrez** – Asked the City Attorney to answer the question that was asked by Robin Kemp. Thank you for tuning in and we appreciate you. This Wednesday will be my Town Hall meeting where I will be speaking of the accomplishments of the City and where we are as a City, everyone is invited. There is a survey on the website about our pocket parks in Ward 3, please complete the survey letting us know what you would like to see in them when they are renovated.

**Attorney Williams** – Clarification on the Resolutions that were approved tonight do not merge the powers of the URA or DDA. There has been talked about what the Council did a year or so ago, at that time the powers were not merged, the City elected to allow the DD board to serve as the URA board, which is provided for by statute. What happened tonight, the Council took steps as a prerequisite to financing those various facilities that were discussed in the areas identified, the Downtown area, Starr Park, proposed Public Safety Facility/City Hall will be. That was what was approved tonight.

**Councilmember Wells** – Thank to everyone for tuning in. Happy Belated Valentine to everyone. Today I had the pleasure to give out 8 to 10 pairs of shoes to kids in Ward 4 for Valentine Day, to let them know that Valentine is not just about people in love, is also to let them know they are loved as well. Soul for Kids was a great success and special thanks to Council Aide K'Sandra Thomas for her assistance along with others that made donations.

**Councilmember Mears** – Thanks to everyone for tuning in and would like everyone to pay attention, this is your city to make sure that we are doing the job that you elected us to do. Keeping trying to get the COVID vaccine if you have not. Happy Valentine to you. Thank you, Ms. Brown for stepping up to the plate in assisting us as the Interim City Manager.

**Mayor Butler** - Thanked everyone for tuning in and hope to see you in a couple of weeks.

**XI. ADJOURNMENT:**

Councilmember James motioned and Councilmember Antoine to adjourn the Regular Meeting at 7:21pm. Motion was approved.

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