



CITY OF FOREST PARK
MAYOR & COUNCIL
REGULAR MEETING MINUTES
MAY 18, 2020 6:00 P.M.

Call to Order:

The Regular Meeting of Mayor and Council of May 18, 2020 was called to order by Mayor Angelyne Butler at 6:00 p.m.

Invocation:

The Invocation was given by Interim City Manager, Chief Clark followed by the Pledge of Allegiance to the American Flag.

Present:

Mayor Angelyne Butler
Councilmembers: Dabouze Antoine, Hector Gutierrez, Latresa Wells, Allan Mears, and Kimberly James (via Zoom)

Also present were Interim City Manager Nathaniel Clark, Director of Finance Ken Thompson, Interim Public Works Director Bobby Jinks, Deputy Chief Antonio Fletcher, City Clerk Darquita Williams, Parks and Rec Director Tarik Maxwell, Planning and Zoning Director James Shelby, Economic Development Director Bruce Abraham, Support Services Director Shalonda Brown, Interim Fire Chief Robert Brackett, and City Attorney Michael Williams

Approval of Minutes:

Councilwoman James stated she sent over some changes and made a motion to approve the minutes with the recommend changes. It was seconded by Councilman Mears. Councilwoman Wells asked what are the changes. Councilwoman James stated there was a typo and some details that were left out. Mayor Butler asked where are the changes, and do we have them printed. City Clerk, Darquita Williams stated that changes have not been printed. Councilwoman James wanted more details on one of the topics discussed in the previous meeting. Mayor Butler stated there is a motion on the floor if the motion dies, we will table it for the next meeting. A motion was made by Councilwoman Wells to table this item and bring it back in the next meeting. It was seconded by Councilwoman James. Voting for the motion was unanimous.



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**City Manager's
Report:**

Interim City Manager, Chief Clark, stated the City of Forest Park takes the safety of the citizens and employees very seriously. To limit the spread of germs, he recommended washing your hands with soap and water regularly. On February 27-28, 2020, The City of Forest Park hosted a 2020 Summit with the Ukraine Delegation. The delegation consisted of law enforcement agents and chaplains. Chief Clark presented slides of them visiting in touch ministries. Mayor Butler stated the entire experience was very humbling. She thanked Chief Clark for organizing the summit. Chief Clark stated in regards to the census, we need to make sure that every vote is counted. He asked Mrs. Gardiner if she had any updates. She replied no.

Chief Clarke thanked the mayor, council, and citizens for allowing him to serve for approximately 5 months as the interim city manager.

COVID-19 Update:

Mayor Butler stated she would like to hear an update from each director, and she would like the governing body to consider where we are, and if we would like to reopen the city next month, or how we want to move forward.

**James Shelby,
Planning/Zoning
Bruce Abraham
Economic
Development:**

Bruce Abraham and James Shelby did a joint report since they are in the same building. Bruce Abraham stated his department is practicing social distancing, wearing masks in meetings, and keeping safety records for each employee. When the building opens to the public, they will have meetings with developers, home owners, realtors, and contractors like normal. He stated that if there is a case that happens at work, he would like to be notified so he can notify his employees.

James Shelby stated his plan for reopening his office. Prior to returning to work, all employees should be tested for COVID-19. Testing should be available at public health facilities and at employees' residential



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county. He stated most counties are offering free testing. Prior to returning to work, the building will be professionally sanitized, and continue conducting daily personnel screenings. All employees will be supplied with masks, and maintain a supply of masks for visitors.

Councilwoman Wells stated a big concern for her is bringing employees back to work early and not going through the proper procedure to make sure that everyone is safe. She would like to have every department professionally sanitized for the protection of employees and residents. Councilman Gutierrez stated the directors are responsible for their employees so if they need more time to make sure their area is safe, they need to make the council aware so the proper adjustments can be made to ensure everyone's safety.

Mayor Butler asked if any of the employees could possibly work from home. If so, how many and what type of equipment is needed? James Shelby responded it's difficult for his department to work from home because they issue permits. Bruce Abraham stated his employees can make it on a 3 day schedule.

**Chief Fletcher
Police Department**

Chief Fletcher stated he's happy to report everyone returned to work on May 13th. None of his employees or employee's family members have been reported sick. All personnel have access to masks and gloves. All civilian staff is practicing social distancing. Everyone entering the building is required to wear a mask. If they don't have one, it will be provided. All vehicles that are not assigned are being sanitized. He is in the process of locating a company to professionally sanitize the building. He stated one or two of his employees can work from home, but most of their work has to be completed in the office. Councilwoman Wells asked why the police department was the only department to open to the public prior to May 13th. Chief Fletcher stated his building was not open to the public prior to May 13th. Chief Clark stated the



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governing body was given a handout that stated everyone will return to work and no building would be open prior to May 13th unless the governing body gave them directive prior to May 13th. Gutierrez asked for an update on the docking stations. Chief Clark stated the docking stations were ordered today. Chief Clark thanked the governing body and reminded them to think about safety. Councilwoman Wells stated I remember the handout you're talking about, but it's bothering me that the building was opened up to the public and this was the only building. Was that you all's decision to say ok we're just going to open it up because I know I would have not been in favor. Chief Clark stated it was not his decision, if you recall, that memo came out and the governing body was put on notice by memo. He personally handed each councilperson a copy of the memo. Councilman Antoine stated you did, and that was good decision making. Councilwoman Wells stated I would never doubt you as a chief, you have done an amazing job as a chief and interim, but I have been one of main ones speaking out about our employees and the public's safety, so I knew that was something that I didn't have any parts of so I wanted to make sure that was on record. "I'm not in support of opening up the buildings to the public as of yet. I think it's too soon for any department. I would definitely not support this, but thank you chief."

Ken Thompson
Finance

Ken Thompson detailed his plans for the city hall. He stated only 4 customers will be allowed in the building at once. Customers will be asked to stay behind a marked line to ensure social distancing. Signage will be displayed asking sick customers not to enter the building. Councilwoman James stated she would like for the city hall to utilize the drive thru window if possible instead of allowing people in the building since we have the luxury of having the drive thru. Is there any reason why we're not utilizing that as opposed to having our patrons come in to the building? Mr. Thompson stated currently they are being allowed to leave payments or documents through



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the night depository as far as the drive up. In terms of the drive up, he would have to look at that because he's not sure if it's configured to receive drop in's for payments through that location. In a prior time you could, however he's not sure if it has a drawer or even a mechanism to do that at this point, but he will certainly look at that. He stated employees would have to leave from that point because there are no registers in the vicinity of the drive through window that was dismantled years ago. Councilwoman James stated she was unable to clearly hear Mr. Thompson's response. She stated she had a quick comment, She noticed that there is no facemask being worn in the city hall. She stated she knows it's difficult to wear mask all the time, but she would suggest if you have to walk, leave your desk, or walk near someone that you utilize your face mask because you don't know who has it, and you don't want to spread it to anyone. Councilwoman Wells recommended wearing masks while in the building. Councilwoman Wells stated how can we set rules and standards and we're not even following them ourselves. We all need to make sure we're following the precautions to make sure everyone is safe. Councilman Antoine stated the directors should make the decision on what they feel is best for their employees.

Shalonda Brown
Support Services

Mrs. Brown stated currently all employees are back at work. They have a total of 4 staff members. Their hours of operation are 8 a.m. to 5 p.m. Employees Health Screening Forms are completed daily. Masks are worn when interacting with others, gloves are used when needed. Meetings are being held through webinars and zoom. Some duties can be performed from home, but not many due to sensitive information that's not allowed to leave the building.

Bobby Jinks
Public Works

Mr. Jinks stated every employee is scanned before beginning work. Most employees work outside. Anyone who enters the building must wear a mask until they get to their work station. They are currently working single man crews. He stated he would like a private



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company to sanitize their work stations. Councilwoman Wells asked if anything had been done in public works since information was received about what was going on. Has anything been professionally done for the safety of the employees? Bobby Jinks stated 3 out of the 5 exposed employees have received results; the other 2 will be back tomorrow. They all have a clean bill of health. Mr. Jinks stated that his department does not have the capability to work from home. He stated waste management is set to resume picking up bulk on Wednesday May 20th.

Robert Brackett
Interim Fire Chief

Mr. Brackett stated the Fire Department has been on top of everything from the beginning. They are doing morning screenings, and extensive sanitizing of vehicles, equipment, and stations. Every employee wears PPE when answering calls.

Tarik Maxwell
Parks and Recreation

Tarik Maxwell showed the governing body and mayor the plaque won by the girls basketball team. He's working on a video to promote the team. He plans to reopen his department in phases. Phase 1 will be a soft open. This will consist of limited hours and periodic sanitation of equipment and stations. Times will be limited. Everyone will have to sign in and be screened before coming in. The staff will be required to wear PPE at all times. The senior center will not be open during phase 1. Phase 2 will be in later June or early July. Mr. Maxwell stated all refunds have been sent out from baseball, facility rentals and soccer.

Major Turner
EMA Director

Major Turner stated currently our numbers within the county did breach 1000. Overall, the number of cases has slowed down. The current count today is 1,007. He stated things seem to be leveling in the county. As far as the city goes, it looks even better. It has been a week since a new case has been identified in the city limits. Clayton State is the nearest COVID-19 testing site for Forest Park residents

Discussion of the
Use of Council

Mayor Butler stated there was someone who wanted to use the council chambers for a wedding ceremony.



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Chambers:

They indicated that it will be an hour at the most with no decorations. Councilwoman Wells stated she's not against it, but she does think we need to have something in place because if you do it for one, others will want to use the chambers as well. She agrees with it if a fee can be charged. She stated we should be consistent with what we do in regards to building rentals. Councilman Gutierrez stated there needs to be a process to use of the chambers. Councilman Antoine stated that this is something the City Manager should be able to make a decision on. Councilman Mears stated that there will be cost involved in opening the building. Attorney Williams stated it would be helpful for the new City Manager to have express authority granted to him to establish a policy in line with the comments made in regards to establishing a rental price for the council chambers. Councilman Mears made a motion to grant the City Manager authority to create a rental policy with fees for the use of the city hall for ceremonies. It was seconded by Councilman Gutierrez. Voting for the motion was unanimous.

**Resolution to Amend
City Vehicle Take
Home Policy:**

It is proposed that the City adopt a consistent, fair policy for all Departments with respect to take-home vehicles. It is anticipated that only employees who are residents of Forest Park will initially be eligible, provided they serve as supervisors and/ or on-call employees.

A motion was made by Councilwoman Wells to accept the resolution to amend the City's Vehicle take Home Policy. A seconded was made by Councilman Gutierrez. Councilman Antoine asked what the city manager's opinion was. Councilwoman Wells stated she wanted the amendment made because she felt this was the least we could offer an employee that lives here and decides to work for our city. She wants it to be an option for anyone who lives and works in the city. Chief Clark stated that Fire and Police already have take-home vehicles. Attorney Williams stated this



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will not change the existing policy for Fire and Police. Chief Clark stated anytime we can provide our employees with an incentive, it is a good idea because it increases moral. Councilwoman James stated the resolution was put together very nicely. It is very detailed and it spells out everything that needs to be spelled out in regards to the policy. She does agree that there needs to be an incentive for employees who live within the city, and the supervisors who are on call. She stated she thinks the governing body can move forward on it. Based on the research she's done, and the information provided to the council, she thinks it is a good idea. Councilman Mears stated that the resolution is put together nicely; however it does not provide any numbers.

Voting for the motion was: Councilman Gutierrez, Councilwoman Wells, and Councilwoman James.
Voting Against the motion was: Councilman Antione, Councilman Mears.
The Motion Passed.

Agreement with Clayton County Public Schools:

Clayton County Public Schools has proposed the use of the Forest Park Recreation Facility as a site for the distribution of meals to school aged children during the summer. CCPS would be responsible for regulatory requirements including those related to COVID-19 safety procedures. A motion was made by Councilwoman Wells to approve this Intergovernmental agreement with Clayton County Public Schools. It was seconded by Councilwoman James. Council Gutierrez asked if Clayton County School will be providing everything and only using our site. Mayor Butler replied, yes. Councilman Gutierrez asked how long the program will be. Mr. Maxwell stated the program will go from the 1st Monday in June until July 25th.
Voting for the motion was unanimous.

Resolution for

The Fire Department has equipment that is no longer



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Surplus Property

serviceable, out of date, and no longer functioning. A motion was made by Councilman Mears to approve disposal of items listed on Exhibit A. A second was made by Councilwoman Wells. Voting for the motion was unanimous.

**Swearing in of
New City Manager**

A motion was made by Councilwoman Wells to formally appoint Albert Barker as the new city manager. A second was made by Councilman Antione.

The Mayor and each member of the Governing Body thanked Chief Clark for serving as the Interim City Manager.

Voting for the motion was Councilman Antione, Councilman Gutierrez, Councilwoman Wells, Councilman Mears, and Councilwoman James.

Voting for the motion was unanimous.

Mayor Butler swore in Albert Barker.

Albert Barker stated he looks forward to working with everyone, and he would like to move the city to #1 in the world. He has an open door policy and welcomes anyone to come to him with questions or concerns.

Executive Session:

Councilman Mears made a motion to recess the regular meeting and enter into Executive Session to discuss Personnel, Litigation, Real Estate, and Legal matters. It was seconded by Councilwoman Wells. Voting for the motion was unanimous.

The governing body entered into Executive Session at 7:27 pm.

Councilwoman Wells made a motion to adjourn the Executive Session at 9:14 pm and reconvene the Regular Meeting. It was seconded by Councilman Mears. Voting for the motion was unanimous.



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**Appointment of
The Fire Chief:**

A motion was made by to Councilwoman Wells to approve the nomination of Don Horton as the new Fire Chief. It was seconded by Councilman Mears. Voting for the motion was unanimous.

Public Comments:

No Public Comments were submitted.

**Comments by
Governing Body:**

Councilman Antoinestated there is a crisis number for people are being affected by the COVID-19. The contact number is 1-888-272-2062. He thanked everyone for being a part of the meeting. He stated his support for the new city manager.

Councilwoman James thanked everyone for participating in the virtual meeting. She reminded everyone about the community meeting. The dial in number is 301-715-8592. The meeting id number is 85662631616, and the passcode is 078751.

Councilman Mears thanked everyone for participating in the virtual meeting and being patient as the city works through the COVID crisis. He stated that he looks forward to working with the new city manager.

Councilman Gutierrez thanked everyone for listening to the meeting, and he extended a congratulations to the graduating seniors.

Councilwoman Wells thanked everyone for participating in the meeting. She hopes everyone is staying safe. He also stated he looks forward to working with the new city manager.

Mayor Butler announced the middle school will be having a parade next week.

Councilwoman James welcomed Albert Barker as the new city manager.



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Adjournment:

Councilman Antoinemade motion to adjourn the meeting. It was seconded by Councilman Gutierrez. Voting for the motion was unanimous.