

Urban Redevelopment Authority
MEETING MINUTES
CITY OF FOREST PARK
745 FOREST PARKWAY
FOREST PARK, GA 30297
SEPTEMBER 24, 2020
6:00 PM

Call to Order

The Urban Redevelopment Authority meeting for September 24, 2020 was called to order by Chairwoman, Angelyne Butler, at 6:05 PM.

Present

Chairwoman, Angelyne Butler; Steve Bernard; Eliot Lawrence; Ed Taylor; Eric Stallings

Also Present:

Mike Williams, City Attorney
Bruce Abraham, Economic Development Director
Danita Hamid, Economic Development Assistant
Ken Thompson, Finance Director
Gerard Geeter, Procurement Officer
Darquita Williams, Deputy Director of Finance
David Welch, Robinson Weeks

Absent: Lois Wright

Approval of the Minutes
July 16th, 2020
July 30th, 2020
August 27th, 2020

Eliot Lawrence made a motion to approve the proposed meeting minutes for July 16th, July 30th, and August 27th.

Ed Taylor seconded the motion.
Motion approved unanimously.

Discussion: Filming at Gillem

Danita Hamid, Economic Development Assistant, gave the board an update on potential filming opportunities at Gillem. She told the board that that Marvel Cinematic Studios was still considering the building as a filming location and had been out to visit several times since the last URA, but no final decision has been made about filming there.

Bruce Abraham, Economic Development Director, told the board that all filming operations have officially been moved from the Finance Department to the Economic Development Department. Danita Hamid is working on updating the forms for filming in Forest Park. She also provided the board the current rates and fees for filming but explained that there were plans update the rates for filming and create a film ordinance to solidify the policies and procedures for filming in Forest Park.

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**Discussion: Gillem
Landscaping**

Bruce Abraham told the board about the issues with the conditions in the Gillem Historic Area. He explained that there were dead trees, fallen limbs, overgrown tree limbs, and general overgrowth throughout the property. The buildings in the Historic Area are also full of old office equipment and are being used as a storage location by some of the departments. Since Marvel Cinematic Studios could select the building as a filming location and there are plans to put out an RFP to sell the building, Bruce Abraham recommends cleaning the buildings up to make it more presentable and marketable.

Bruce Abraham has met with two contractors to start the process of getting estimates. He received a quote from the company that does all the landscaping for the Robinson Weeks buildings at Gillem and they provided a \$40,000 estimate to clean up the property. He also met with another contractor and they estimated \$35,000. Bruce Abraham explained that the cost is for the initial clean up.

The board asked Gerard Geeter, the City's Procurement Officer, about the procurement process for a project like this. Gerard Geeter explained that he intended to put an RFP together for Gillem Landscaping, but he was not sure if the board followed the City's procurement ordinance and Bruce Abraham was already in the process of meeting with contractors about the issue. Mike Williams told the board that they are not bound by the City's procurement process since they are a separate entity, but he recommended following the process whenever possible.

Chairwoman, Angelyne Butler, and Vice Chair, Steve Bernard, asked about the scope of work for the project and if it would be possible to get a third contractor for the project. Bruce Abraham said he would get a scope of work for the job. Danita Hamid said that she contacted a third contractor but had not heard back from them yet.

Bruce Abraham told the board that the contractors he has talked to said they would need two weeks to complete the job.

Bruce Abraham also told the board that he would like to have an event where they give away all the office furniture being stored in the buildings at the Gillem Historic Area to small

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businesses in the area. He said he would meet with Gerard Geeter to make sure the items were recorded as surplus before holding the event. Vice Chair, Steve Bernard thought it was a good idea to get rid of the what was being stored in the buildings if it wasn't being used.

Approval to Select a Contract for the Clean Up of the Gillem Historic Area for up to \$40,000

Ed Taylor made a motion to allow Chairwoman Angelyne Butler to approve a contract for the initial cleanup of the Gillem Historic Area, not exceeding \$40,000 and with the recommendation that the Economic Development Department provide a scope of work and three estimates for the initial clean up.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Discussion: Surveying Remaining Land at Gillem

Bruce Abraham, Economic Development Director, updated the board on the potential cost of having all the residual property at Gillem surveyed. He told the board that some buildings do not have addresses and other properties have the Army or Kroger listed as the owner. Bruce Abraham received an estimate from Valentino, who provided an illustration of what had been surveyed, and what has not been surveyed.

Mike Williams explained that Clayton County currently has the unsold property at Gillem listed as one big parcel, and a survey would make it easier to divide the land into separate parcels and sell.

Bruce Abraham said that the estimate to survey all the land that has not been surveyed was \$150,000. He recommended using the City's procurement process for the project because it is going to be expensive to have everything surveyed.

Vice Chair, Steve Bernard suggested a survey that established boundaries to see what property was left. Mike Williams said the board could do that by establishing subdivision plats and recommended boundaries for developers.

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Bruce Abraham said his recommendation was to delay conducting a survey because developers have been interested in various parts of the land available. He suggested working with a surveyor to develop a land description and survey once property is under contract.

David Welch told the board that Robinson Weeks has a marketing map with boundary examples, which includes estimated acreage and pricing, which could be useful for the board to see what land is currently available at Gillem. He said he would work with Bruce to update the current marketing map to match what is available now.

No action taken.

Executive Session

Eric Stallings made a motion to recess for executive session.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Recess for executive session at 6:53 PM.

Ed Taylor made a motion to adjourn executive session and resume the regular meeting.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Regular meeting resumed at 7:16 PM

Approval to Amend the Agenda

Eric Stallings made a motion to amend the agenda to discuss a draw on the SunTrust line of credit.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Discussion: Drawing on the SunTrust Line of Credit

Mike Williams told the board that they are scheduled to close on the Skeet and Trap property in February, but the Army did not grant the requested the extension for the 2020 payment.

Requested the board's approval to draw on the SunTrust line of credit to make the 2020 Army payment.

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**Approval to Draw on
SunTrust Line of Credit**

Ed Taylor made a motion to approve using the SunTrust line of Credit to make the payment to the Army.

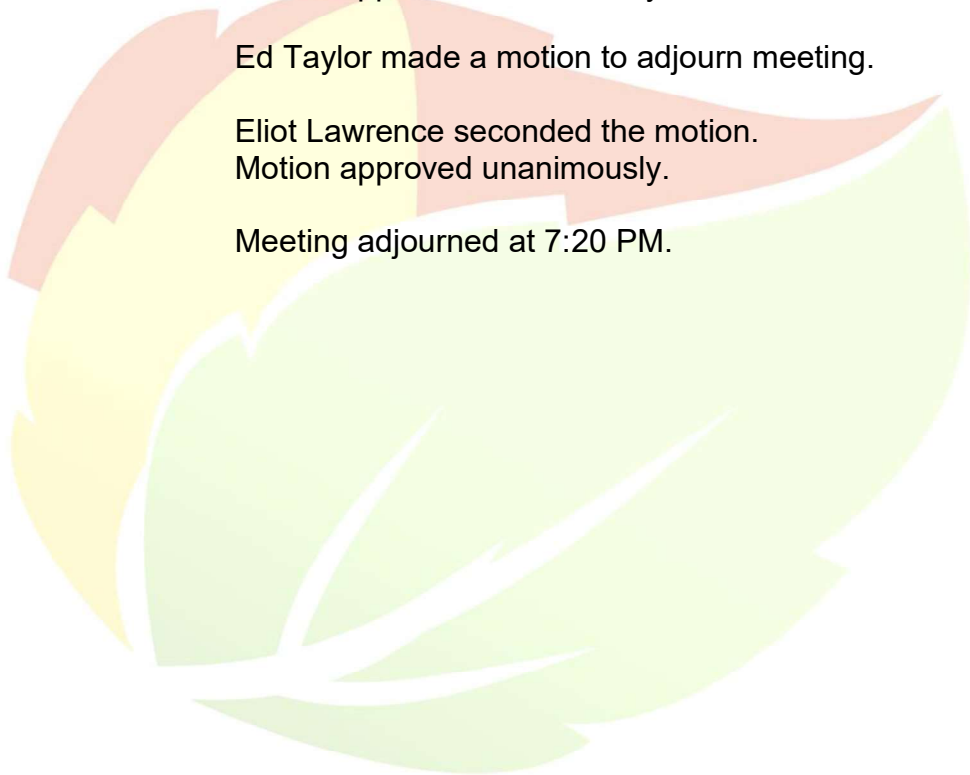
Eliot Lawrence seconded the motion.
Motion approved unanimously.

Adjournment

Ed Taylor made a motion to adjourn meeting.

Eliot Lawrence seconded the motion.
Motion approved unanimously.

Meeting adjourned at 7:20 PM.



CITY OF
FORESTPARK