

**Urban Redevelopment Authority**  
MEETING MINUTES  
CITY OF FOREST PARK  
MEETING HELD VIA ZOOM  
April 30, 2020  
6:00 P.M.

**Call to Order**

The Urban Redevelopment Authority meeting on April 30, 2020 was called to order by Chair, Angelyne Butler, at 6:02 PM

**Present**

Chairwoman, Angelyne Butler; Vice Chairman, Steve Bernard; Eric Stallings; Lois Wright; Eliot Lawrence; Ed Taylor – joined call at 6:05 PM.

Also Present:

Mike Williams, City Attorney  
Kimberly James, Councilwoman  
Bruce Abraham, Economic Development Director  
Danita Hamid, Economic Development Assistant  
James Shelby, Interim Planning Director  
David Welch, Robinson Weeks  
Ed Wall, Piper Jaffray & Co

**New Member Swear In: Eric Stallings**

Eric Stallings was sworn in as an official member of the Urban Redevelopment Authority by the Chair, Angelyne Butler.

Eric took the Forest Park Oath of Office.

**Agenda Delivery Options**

Angelyne Butler thanked the board members for agreeing to receive their agendas via email.

**Discussion: Funding Development of Regional Impact for the Balance of Gillem Logistics Center – (\$18,000)**

David Welch explained that they are interested in getting a global Development of Impact for the remainder of Gillem, which is 2 million square feet. David Welch said the DRI would include the Kroger expansion area, Robinson Weeks, and the remaining vacant land. David Welch also explained by combining efforts and funds, it will be more cost effective. David Welch requested the board assist with funding a Development of Regional Impact for the remainder of the land and buildings available at Gillem. The total estimate for this DRI is \$72,000, David Welch explained that they would like the URA pay 20% of the total cost up to \$18,000; Robinson Weeks plans to pay 40% and Kroger plans to pay 40%. David Welch plans to use Kimley Horne for DRI.

David Welch also explained that any development over 5,000 square feet must have a DRI and Gillem was exempt for the first 6M square feet of land that was developed, but they are surpassing the exemption and a DRI is needed on the remaining land. He said they would receive a notice of

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conditions from the DRI, which would tell them how to improve the land over time.

**Approval of DRI Funding for the Remainder of Gillem Logistics Center**

Eliot Lawrence motioned to approve funding up to \$18,000. Steve Bernard seconded motion.

Roll call for approval.  
Motion approved unanimously.

**Bonds**

Angelyne Butler explained that she had the numbers for Starr Park and Main Street phase two, but was interested in getting the numbers for the Aerotropolis Model Mile. Requested Ed Wall provide any information related to the bonds for Forest Park.

Ed Wall explained the bond process stating that the bonds would be secured through the City of Forest Park. Angelyne Butler explained that they were not planning to take any action now, but it was something that the board should be looking into once Ed Wall comes back with the estimates.

Steve Bernard suggested looking into finding grants to fund city improvements. Angelyne Butler explained that city staff member LaShawn Gardiner was responsible for finding grants for the city and

Mike Williams added that the URA only serves as a conduit for the bond and liability would be on the City.

No action needed.

**Ethics**

Mike Williams explained that the City recently adopted a new Code of Ethics in hopes of being designated a “City of Ethics” by the GMA.

Board members are expected to abide by the new Code of Ethics adopted by the City.

No action needed.

**Extension of the Next Army Payment from June 12<sup>th</sup> to August 30<sup>th</sup>**

David Welch explained that the URA currently has three payments left to make the Army.

David Welch announced that the next Army payment originally

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due on June 12<sup>th</sup>, 2020 was extended to August 30<sup>th</sup>, 2020 to account for delays caused by the COVID19 pandemic.

The final payment for \$5M will be split into two payments. The first payment will be due in 2021 and the remaining \$3M will be due after the final piece of land is sold.

Forms are awaiting Mike Williams review and Angelyne Butler's signature.

No action needed.

**Discussion: Extend Skeet & Trapp Inspection Period and Closing Period**

David Welch explained that the payment to the Army payment will come from closing on the Skeet & Trapp land that is currently under contract. David Welch asked the board to extend the due diligence period for the Skeet & Trapp land to June and have them close in August because the global health crisis delayed the process.

**Approval of Skeet & Trapp Inspection Period and Closing Period**

Lois Wright motioned to extend the inspection period for the Skeet & Trapp Land.

Ed Taylor seconded motion.

Roll call for approval.  
Motion approved unanimously.

**Reallocate TAD Dollars from Main Street to Gillem for Sewer and other Infrastructure (\$250,000)**

David Welch explained that the majority of TAD funds are coming from Gillem and last year the board voted to use half of the TAD dollars (\$650k) for the Rateree Road extension. David Welch stated that Gillem still needs some infrastructure, specifically a sewer extension in the Historic Area. David Welch requested that \$250,000 in TAD Dollars be reallocated to the URA for infrastructure improvements at Gillem.

Steve Bernard asked how much was left in the TAD account, but Ken Thompson was not on the call so an exact number could not be provided. Ed Wall and David Welch estimated there should be a couple hundred grand (\$800,000) in the account.

Lois Wright asked if they were planning to take all the TAD Dollars or would there be anything left to develop the Main Street infrastructure.

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Mike Williams pointed out that the decision would have to go before the Council. Angelyne Butler stated that they would get the TAD balance from Ken Thompson and present it at an upcoming Council meeting.

**Approval to Request Council Reallocate TAD Dollars for Gillem Infrastructure**

Steve Bernard motioned to approve requesting Council reallocate funds from TAD to improving Gillem infrastructure.

Eric Lawrence seconded motion.

Roll call for approval.  
Motion approved unanimously.

**RFP/Engineering Study for Building 101**

Bruce Abraham explained that the Economic Development Department has had some interest in the Administrative Headquarters, Building 101, which is 109,000 square feet and had five other buildings surrounding it. However, none of the offers have been concrete.

The Economic Development Department drafted an RFP to get more interest in the property and promote it through popular business outlets. Since the building is historic, there are some stipulations in the RFP regarding the exterior of the building.

Bruce Abraham suggested having the URA tour Gillem Logistics Center.

Bruce Abraham explained that the federal government wanted to use the building as a COVID19 hospital, but it was discovered that there were no utilities coming to the building, so that deal fell through. It also doesn't have a sprinkler or fire system, which is required.

Bruce Abraham stated that it would be a good idea to have an engineering study done to get a better idea of what needs to be done to the property as far as getting its utilities connected. Bruce Abraham said that he and David Welch believe it should cost no more than \$15,000.

Bruce Abraham requested the board approve up to \$15,000 to inspect the building's utilities setup.

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David Welch added that none of the historic buildings and mixed-use areas are serviced by utilities, so the engineering study would be all of those buildings and provide a plan for how to connect the buildings' utilities. David Welch suggested that the \$15,000 come from the \$250,000 he requested previously.

Bruce Abraham also explained that with the RFP process, once they reviewed the proposals, the top 3 would be brought before the board to review and choose from.

Steve Bernard requested more information about the suggested uses for the building and recommended developing a concept of what they want the headquarters to be before rolling out an RFP. David Welch thought it would be a good idea to include recommendations for use in the RFP.

The board would like the Economic Development Department to provide some uses for the building and present at the next meeting.

The engineering study would need to take place prior to the RFP being released.

**Approval of \$15,000 for an Engineering Study for Building 101**

Lois Wright made a motion to proceed with conducting an engineering study for Building 101.

Ed Taylor seconded the motion.

Lois requested an amendment to the motion to include a \$15,000 cap on study expenses.

Ed Taylor seconded the motion.

Roll call for approval.  
Motion approved unanimously.

**Waken Lawsuit Update**

Mike Williams provided a summary of the issues surrounding the Waken Building. He explained that the building did not comply with the standards of the Gillem Property Owner's Association. They are now going through the lawsuit process. Due to COVID19, everything is on hold. Currently, there is a motion to dismiss the case from Waken's attorneys. Mike Williams will provide an update at an upcoming meeting

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during the executive session.

**Website**

Angelyne Butler explained that Municode will be creating the City's website and the board will have its own page on the site.

Steve Bernard and Eric Stallings will serve as representatives for the board to get that page created.

**Discussion: Meeting Minutes**

Angelyne Butler introduced the board to Danita Hamid, the Economic Development Assistant. Danita Hamid will be providing record keeping and minute keeping services for the board.

Danita Hamid will also be doing the minutes for the board's past meetings that do not have an official record.

**Executive Session**

No executive session needed.

Angelyne Butler explained that teleconference is acceptable for a general meeting, but the governing body has decided that executive sessions can only be done in person, so in order to participate in future executive sessions members must physically be at the meeting.

**Councilwoman James' Announcement**

Angelyne Butler thanked Councilwoman James for attending.

Councilwoman James announced the Forest Park High School banner project. Twelve-Twelve Printing is creating banners for all of the Forest Park High School graduates and those banners will be displayed. They are currently collecting donations for the project.

**Adjournment**

Eliot made a motion to adjourn the meeting.  
Lois seconded the motion.

Motion approved unanimously.

Meeting adjourned at 6:59 PM