

**Minutes - Draft**

**PECS-Planning, Economic Development & Community Services  
Committee**

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Tuesday, April 26, 2022

2:00 PM

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*This meeting will be conducted via teleconference (Zoom). Simultaneous public access to the meeting will be available*

*(1) via live stream on DCTV's webpage,*

*(2) on DCTVChannel23.TV*

Meeting Started At: 2:00PM

Attendees: Commissioners Johnson, Davis Johnson, Rader, Terry, Bradshaw, Cochran-Johnson, Patrick

**Present**      3 - Commissioner Larry Johnson, Commissioner Jeff Rader, and  
Commissioner Mereda Davis Johnson

**I. MINUTES**

**2022-1439**      Commission District(s): ALL  
Minutes for the April 12, 2022 Planning, Economic Development,  
and Community Services Committee Meeting

**MOTION was made by Mereda Davis Johnson, seconded by  
Larry Johnson, that this agenda item be approved. The motion  
carried by the following vote:**

**Yes:** 2 - Commissioner Johnson, and Commissioner Davis Johnson

**Abstain:** 1 - Commissioner Rader

**II. APPOINTMENT**

[2022-1447](#) Commission District(s): All Commission Districts  
To Appoint Sheriff Melody M. Maddox to the DeKalb County  
Community Service Board, Replacing Dr. Dude's Vacant Position  
Due to His Resignation as the Superintendent for Decatur City  
Schools.

**MOTION was made by Mereda Davis Johnson, seconded by  
Jeff Rader, that this agenda item be recommended for  
approval. to the Board of Commissioners, due back on  
5/10/2022. The motion carried by the following vote:**

**Yes: 3 - Commissioner Johnson, Commissioner Rader, and  
Commissioner Davis Johnson**

*-appointment interview conducted by the commissioners to Sheriff Maddox*

### III. AGENDA ITEM

*New Agenda Items:*

[2022-1389](#) Commission District(s): All  
REN - Meal Services for Seniors: Provision of Congregate &  
Shelf-Stable Meals at Senior Centers (Annual Contract - 1st Renewal  
of 2 Options to Renew): Contract No. 1226949 for use by the  
Department of Human Services (HS). This contract consists of the  
provision of congregate and shelf-stable meals for seniors. Awarded to  
Meals On Wheels Atlanta. Amount Not To Exceed: \$470,836.92.

**MOTION was made by Jeff Rader, seconded by Mereda Davis  
Johnson, that this agenda item be recommended for approval. to  
the Board of Commissioners, due back on 5/10/2022. The motion  
carried by the following vote:**

**Yes: 3 - Commissioner Johnson, Commissioner Rader, and Commissioner  
Davis Johnson**

*-information provided by CPO Horner, Director Scott*

*-Question JR: is because you haven't had any congregate meals over the past year?*

*D Scott: We made adjustments during the pandemic to deliver homes to seniors; this will allow us to extend the contract to April 2023*

*-Question JR: is the increase in cost embedded in the contract or discretionary?*

*D Scott: It's within the initial award; the costs of the meals will be covered within the existing contract. The escalator is the \$14,000 that was approved and is included in this contract*

*-Question MDJ: the meal types will change from warm to frozen. Since that is being done is there a microwave in every home of the senior?*

*D Scott: not every senior has a microwave in their home; that allowed us to provide provisions during the pandemic. For those that required warm meals during the pandemic we made those provisions. We have the ability to do both. The 'warm to frozen' was done at the beginning of the pandemic to transfer the meals. We're not asking for it to go back to frozen; we are asking to extend the contract to deliver warm meals, and frozen to seniors that choose not to go back to the senior centers*

*-Question MDJ: is this language good in the purpose regarding 'warm to frozen'?*

*M Welch: the language in the agenda item isn't binding; it would be the wording in the final contract that is binding; we can take a look at that and make adjustment as necessary*

*-Question MDJ: is there a reason it was 10% LSBE and not 20%?*

*C Horner: Regarding Commissioner Rader's question, there is a yearly increase built into the contract. Regarding the move to frozen meals, that was approved by the BOC on June 8, 2021 when you made that change in response to the pandemic. That still stands because the renewal does not change it. Regarding LSBE participation, we advertised it with 20% participation, but in this instance there was not 20% of the work available to subcontract to the LSBE for delivery to the senior centers by the prime contractor.*

*-Question TT: the seniors I've interacted with really appreciate this service. Does this contract allow for halal meals if requested?*

*D Scott: yes, it allows for special meals and any special dietary accommodations to be made*

2022-1441

Commission District(s): ALL

LB - Invitation to Bid (ITB) No. 22-101481, Memorial Drive Corridor Branding: for use by the Department of Community Development (CD). Consists of the development of identity graphics and standards (branding) along a section of Memorial Drive. Recommend award to the lowest, responsive and responsible bidder: Houser Walker Architecture, LLC. Amount Not To Exceed: \$102,400.00.

**MOTION was made by Jeff Rader, seconded by Mereda Davis Johnson, that this agenda item be recommended for approval to the Board of Commissioners, due back on 5/10/2022. The motion carried by the following vote:**

**Yes: 3 - Commissioner Johnson, Commissioner Rader, and Commissioner Davis Johnson**

*-information provided by CPO Horner, Director Mitchell*

*-Question LJ: the 4 circles you picked will be part of the discussion with the shirrets?*

*A Mitchell: Those 4 outputs were from the original study that are anchor points within the corridor. The branding will be commensurate with the study to highlight those areas.*

*-Question JR: isn't it Confederate Memorial Drive and should that be part of the consideration?*

*A Mitchell: I will be getting with the community to determine the outcomes. I don't recall that standing out in my reading of the scope. I will make the consultant Houser Walker salient of that. Additional information provided by Director Mitchell.*

*-SB: the area focus is from I-285 to Stone Mountain. That's a whole order of magnitude.*

*-Question TT: this scope is for the eastern portion of Memorial Drive. Kudos to Commissioner Bradshaw for moving this forward. The DeKalb History Center has a lot of good information on the history of Memorial Drive. I am sensitive that it is a state route and changing the name would be a course; let's see where this goes with input from the community. The history of the road goes back at least 100 years*

*-JR: I would like Director Mitchell to report back on the particulars on whether that will be in the scope*

#### IV. STATUS UPDATE

##### Land Bank Authority - Budget and Guidance on Directing of Funds

*-information provided by Director Mitchell*

*-Question MDJ: with the monies that you have in the bank, do we have the itemized budget for that?*

*A Mitchell: we have not spent the money; it is still in the General Fund, that we will draw into a bank account that is yet to be set up. There will be some expenditures in the near term. Commissioner Cochran-Johnson appropriated \$200,000 years ago that we will add to the Land Bank to increase from \$350,000 to \$550,000. There is a preliminary budget but I will come back and get you a detailed budget that gets you to the \$550,000 at a later date*

*-Question LJ: can you bring it back in 30 days?*

*A Mitchell: the next board meeting will be May 12th I believe. If I can't make it in 30 days I will let you know*

*-LJ: also look at salaries on the executive directors; I don't see benefits in there. Those positions are high profile and are in high demand*

*A Mitchell: we're using an interim executive director on a part time basis; at a later date we will recast the numbers for a viable candidate*

*-LJ: someone full time and is committed is what I'm referring to*

*-Question TT: the recent board actions look really encouraging; I support the school district having members on the board. I agree with Commissioner Johnson on the director salary. In future meetings more of an explanation of the process; my concern is do we intend to transfer properties off of our books onto the Land Bank? How long would the Land Bank hold on to the property and not keep things static? I think we need a statement of principles around affordable housing; many of these properties will be in residential areas. Is the Planning Department being consulted? I would like a sense of the board's thinking in that regard. Could we get meeting invites for the Land Bank? I didn't know there were meetings being held.*

*A Mitchell: regarding meetings, we have made requests with Director Matelski to be open and public; in previous meetings they have been somewhat executive sessions. Additional information provided by Director Mitchell. There is a strategy to propagate properties and several factors are taken into place to getting these properties back to productivity.*

*-LJ: please come back in 30 days with the answers to Commissioner Davis Johnson's questions. After that every 2 months we would like a status update on where we are in the Land Bank and where we're headed*

*-LCJ: it's exciting to see the Land Bank move forward; it's such an important vehicle especially as we look at affordable housing and see trends in the market. I hope nothing but the best and look forward to future reports.*

Meeting Ended At: 3:01PM

**MOTION was made by Jeff Rader, seconded by Mereda Davis Johnson, that this agenda item be adjourned meeting. The motion carried by the following vote:**

**Yes: 3 - Commissioner Johnson, Commissioner Rader, and Commissioner  
Davis Johnson**

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Barbara H. Sanders-Norwood CCC, CMC