

**MINUTES OF THE
FOREST ACRES CITY COUNCIL
July 8, 2025**

Mayor Tom Andrews, Mayor Pro-tem David Black, Council members Haskell Kibler, Ryan Newton, and Stephen Oliver were present, along with City Administrator Shaun Greenwood, Assistant City Administrator Kendall Adams, Finance Director Brittany Adams, Police Chief Don Robinson, and City Attorney Will Dillard.

Mayor Tom Andrews called the meeting to order at 6:00 p.m.

1. Invocation and Pledge of Allegiance

Mayor Tom Andrews led the invocation and Pledge of Allegiance.

2. Approval of Minutes

a. City Council Meeting June 10, 2025

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously approved the minutes presented.

3. Mayor's Issues & City Projects

a. Follow up from Community Forum Discussion

i. Overgrowth at Satchel Ford and Valleybrook

Administrator Greenwood said that the Richland County still has active permits for these sites, and until those permits are closed out, the City will not issue a Certificate of Occupancy. We are still working with the county to make sure we are addressing all of those issues.

4. New Business

a. Oath of Office Councilman David Black

City Municipal Judge Zack Atkinson gave the Oath of Office to newly reelected David Black.

b. Oath of Office Councilman Haskell Kibler

City Municipal Judge Zack Atkinson gave the Oath of Office to newly reelected Haskell Kibler.

c. Election of a Mayor Pro-tem

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously elected Haskell Kibler as Mayor Pro-tem for a term of two years.

d. Presentation by the Public Safety Foundation for Employee of the Quarter

Public Safety Chair David Black and Chief Don Robinson recognized Sgt. Leighton Jenny as Employee of the Quarter.

e. Reappointment of Zack Atkinson as the Chief Municipal Judge and extension of contract

On a motion by Mr. Kibler seconded by Mr. Black, Council unanimously reappointed Zack Atkinson as Chief Municipal Judge for a term of two years.

f. Approval of a bid for the construction of a welcome sign on Forest Drive

On a motion by Mr. Newton seconded by Mr. Oliver, Council unanimously approved the bid from AOS Specialty Contractors to construct the welcome sign on Forest Drive.

g. Approval of Memorandum of Understanding regarding appointment of DUI prosecutor

City Attorney Will Dillard said the Fifth Circuit Solicitor's Office receives federal grant funding that will allow them to send one of their DUI prosecutors to Forest Acres Municipal Court to handle prosecuting first offense DUI cases. There is no cost to Forest Acres.

On a motion by Mr. Kibler seconded by Mr. Oliver, Council approved the memorandum regarding the appointment of a DUI prosecutor.

h. Htax Committee Recommendation

a. The Therapy Place – Therapalooza \$25,000 (\$20,000 Recommended)

Following discussion, on a motion by HTax chair, Mr. Oliver, seconded by Mr. Kibler, Council unanimously approved the grant request for \$15,000.00.

i. Appointments and Reappointments

a. Zoning Board of Appeals

i. Vacant Position

1. Matthew Pollard

On a motion by Mr. Black seconded by Mr. Kibler, Council unanimously appointed Matthew Pollard to the Zoning Board of Appeals.

b. Code Board of Appeals

i. Vacant Position

1. Daniel Hudson

On a motion by Mr. Oliver seconded by Mr. Black, Council unanimously appointed Daniel Hudson to the Code Board of Appeals.

5. Old Business

a. Discussion of improvements to Citadel Park

Mr. Greenwood reported that the consultants from the last meeting paired down the design at Council's requests. The updated design removed the gazebo and downsized it from two shelters down to one. Mr. Greenwood said that there are currently four bench swings, and he would like to potentially have up to five in the park. Mr. Greenwood asked Council to approve the concept of the park. This will allow our consultant to get the engineering portion done, construction documents completed, and we can spec out everything involved and get unit pricing as the project progresses.

On a motion by Mr. Kibler seconded by Mr. Newton, Council unanimously approved the concept plan.

6. City Administrator Report

a. Richland Mall Update

Mr. Greenwood reported that the wing of the parking garage on the Beltline side still needs to come down. They are focusing on avoiding any destabilization.

b. AC Flora Speed Humps

Mr. Greenwood said that this has been a lengthy project. A contractor is scheduled to be at the site the week of August 4, 2025, to look at the traffic situation. The project should take about three days to complete.

c. City Parks

Quinine Hill is still partitioned off in areas due to the walking surface needing to be replaced. This will all be addressed together with the renovations to the other parks.

d. Bridge Dedication

We are currently waiting for our full time PIO to head this project.

e. Zoning Update

Mr. Greenwood said that next week the final UDO will go to the Planning Commission and will come to Council for Public Hearing at the August 12, 2025, meeting.

f. FANA Ice Cream Social

This social will be hosted on Tuesday, July 15, 2025, from 6-8 pm.

7. Finance Director Report: Monthly Financial Report

Brittany Adams reported that as of June 30th we are at 90% of revenues and 95% of expenses for FY 2024-2025. The auditors started their testing today and will continue for the next few months.

8. Police Chief's Report:

Chief Robinson reported the June 2025 crime and traffic statistics to Council.

We have two officers that are spending dedicated time working on the juvenile crime trend that is happening in our city.

9. Community Forum:

Residents Rebecca Creel spoke in favor of the upcoming changes to the park focusing on the much needed shaded areas. Resident Kylie Schroeder supported Mrs. Creel's comments and concerns.

Non-resident Austin Coleman works at Creighton Middle School and thanked Council for the roadwork that has been completed on Clemson Road. He asked Chief for even more FAPD presence with the upcoming school year.

Resident Andrea Ferree, Rod Daulton, Chris Elliot, and Don Murphy expressed support for more shade at Citadel Park.

Resident Don Murphy asked for consideration regarding a stop sign at Chicora and Furman.

Resident Marshal Pauk asked Council to consider the cost shade structures to be put up at Citadel Park.

Resident Jerry McDaniel asked if the final rendering of Citadel Park could be published when complete. Mr. Greenwood said we can make it available.

10. Council Items:

No items to report.

On a motion by Mr. Oliver seconded by Mr. Kibler, Council unanimously agreed to go into Executive Session at 7:35 pm.

11. Executive Session:

- a. Discussion of contractual and personnel matters related to:
 - i. City Administrator's Employment Contract and annual evaluation
 - ii. Police Chief's annual evaluation

NOTE: Items discussed in Executive Session may result in action by City Council upon its return to general session.

On a motion by Mr. Newton seconded by Mr. Oliver, Council unanimously agreed to return to general session.

12. Adjourn

On a motion by Mr. Black seconded by Mr. Oliver, Council unanimously agreed to adjourn at 9:04 pm.

Respectfully submitted,

Maria Queen
Administrative Coordinator
City of Forest Acres