

THE GAINESVILLE PARKS AND RECREATION AGENCY
BOARD MEETING MINUTES
February 14, 2022

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, February 14, 2022 at 5:30 PM at the Gainesville Civic Center located at 830 Green Street, NE, Gainesville, GA with Chair Kingsley Peeples presiding:

Members Present

Jerry Castleberry
Brent Loggins
Chris Morgan
Alex Murray
Kingsley Peeples
John Simpson
Robert Washington
Juli Clay (Ex-Officio Member)

Staff & Guest Present

Kate Mattison, Director
Michael Graham, Deputy Director
Judy Williams, Administrative Coordinator
Zandrea Stephens – FMACC Division Manager
Julie Butler – Marketing/Communications Mgr.
Brian Peters – Parks Division Manager
Eason Spivey – Recreation Division Manager
Tony Hunt, FMACC, Guest Servs. Coordinator

Absent:

Kristin Daniel
Chris Romberg

CALL TO ORDER

Past Chair Kingsley Peeples called the meeting to order at 5:35 PM and welcomed everyone (Chair Daniel absent).

SPECIAL RECOGNITION

Past Chair Peeples recognized the following employees on their years of service with the Agency: Chris Bruce – 3 years, February 23; Staci Butts – 22 years, March 6; and, Tony Hunt – 1 year, February 22.

PUBLIC COMMENTS

None

AUDITOR’S REPORT PRESENTATION

Director Mattison recognized Jeremy Perry, City of Gainesville Chief Financial Officer, and welcomed him to the meeting. Mr. Perry stated staff was a pleasure to work with and that they had done a great job in FY2021, the agency had been able to build a great fund balance, and thanked the Board for working with the City. He then turned the presentation over to Chris Hollifield, CPA, Rushton & Company. Mr. Hollifield presented the FY2021 Audit Report stating that there were no comments to report and the agency’s financials for FY2021 looked good. The best opinion that anyone can receive is one with no comments. Mr. Hollifield stated that the City had received a clean opinion as a whole.

Revenues decreased by \$1,778,550, 22.42% (*Property Taxes increased \$321,102, 8.33%, Frances Meadows Community Center increased by \$78,554, 12.18%, Gainesville Civic Center*

decreased by \$41,928, 15.69%, and Transfers from City's Impact Fee Fund decreased \$2,550,000, 92.73% due to a 2020 transfer for construction of the new skate park.

Expenses decreased \$2,458,446, 31.29% (Administrative Division increased by \$305,990, 37.52%, Parks Division decreased \$108,244, 9.08%, Frances Meadows Center increased \$264,306, 18.60%, and Capital outlay decreased \$3,068,071, 98.61%).

Overall the Agency had a great audit report. Mr. Hollifield reviewed the annual audit numbers and referred to the Independent Auditor's Report indicating the evaluation standards used and the auditor's approval of the financial statements. The reports show good indicators that the Agency has been able to maintain its reserve account. The unmodified opinion of the auditors reported that financial statements were reported fairly and everything was in order. Total unreserved, undesignated fund balance available for Operating and Management Reserve totals \$3,925,607, 73.31% of operating expenditures (8.8 months reserve) compared to FY2020, \$3,102,800, 65.39% of operating expenditures (7.8 months). It was noted that in the past few years, fund balance was no longer available for capital projects as has been budgeted in the past due to conforming with noncurrent liabilities such as Compensated absences, Net pension liability, and OPEB obligation, however, due to the large amount of fund balance on hand, part of those funds can now be used for capital projects. Mr. Hollifield stated that staff is always a pleasure to work with and everything is always in order. Director Mattison confirmed with Jeremy Perry that a portion of Fund Balance can now be used for capital projects. Director Mattison and Chair Peebles thanked both for coming and presenting the report.

MINUTES

Consider approval of minutes of Regular Board Meeting held January 10, 2022. **Motion made by John Simpson and seconded by Jerry Castleberry to approve the minutes from January 10, 2022. MOTION APPROVED UNANIMOUSLY.**

FINANCIAL REPORT

Deputy Graham reviewed for the Board the Financial Reports ending December 31, 2021 of fiscal year 2022. The December report showed monthly income of \$769,759.18 for a total yearly income of \$5,736,515.40 or 85.88%. The Agency should have received 50.00% of the yearly income at this time; therefore, income to date is above projections by 35.88%.

Expenses for December total \$621,886.56 for total yearly expenses of \$3,731,102.15 or 47.85%. Currently year-to-date expenditures (\$3,731,105.15) are below revenues (\$5,735,515.40) in the amount of \$2,005,413. Therefore, no budgeted fund balance was utilized this month to cover a deficiency in operations.

A Revenue Comparison and Income Statement was presented for October and November along with a Summary Financial Statement on each of the cost centers for review by the Board. **Motion made by Brent Loggins and seconded by Jerry Castleberry, to accept the December Financial Report as presented by Deputy Graham. MOTION PASSED UNANIMOUSLY.**

BOARD ACTION ITEMS

None

MANAGEMENT REPORTS

Director Mattison reported that Impact Fees collected for the 7th month of fiscal year 2022 (January) were \$36,400.00. The total amount collected for FY22 through January is \$821,800.00. The current account balance shows an amount of \$716,827.28 due to encumbering (but not yet expended) the FY22 capital projects (Recreation Center Land Acquisition/Plan for \$1,000,000.00) to be paid through impact fees. The Agency should be receiving additional Impact Fees in the future as new construction continues.

Director Mattison reiterated to the Board how Fund Balance is used. We requested the mileage rate increase and received it, but don't want folks to think we have lots of money left over and not worthy of the increase. Staff manages their budgets well, and funds that are left over at the end of the year is what is used to help pay for large projects.

Director Mattison reported that staff sent the Army Corps of Engineers a copy of the Master Plan for Holly Park to review. Whether the decision is made to proceed or go in a different direction, we still communicate with them on a regular basis. She also spoke with Chris Rotalsky of Public Works regarding a traffic study for the location.

Director Mattison reported that the Agency has received two (2) grants, one from National Fitness for \$30,000.00 that will allow for a Fitness Court at Midtown Greenway with a 40' mural; and, the United Way Grant (GA 100 Initiative Grant) for \$75,000.00 that will help with the installation of a much-needed community Mini-pitch Soccer Court. The lighted court will be located at Myrtle Street Park and feature a 60' x 90' artificial turf field, fenced soccer boxes, and spectator seating. The GA 100 Initiative Grant provided for \$75,000, United Way will contribute \$25,000 and Gainesville Parks and Recreation will provide approximately \$50,000 to \$100,000 in remaining costs. Staff is very excited about adding this new amenity and hopes that this court is the first of many within our park system.

Director Mattison announced that our Kayak Shack at Longwood Park will open on March 26 and we're very excited to see it.

Director Mattison reported that Friends of the Parks had their first meeting for the year and they are in the process of planning their annual Butterfly Release scheduled for May 22, 2022.

Capital Projects Update

Deputy Graham updated the Board on the approved FY22 Capital Projects, which is also shown on the Operating and Major Capital Expenditures spreadsheets in the Board packets. Deputy Graham discussed the FY22 Operating Capital Expenditures and went over the following Major Capital items.

FY22 Major Capital Projects include the following.

Park Development – Youth Sports Complex has been on hold since 2017 due to testing and issues related to rock at the proposed site at Allen Creek, a new site for the project has now been acquired that has 89 acres and is referred to as the Sussex Property. Parks Board approved a new contract for architectural and design with Foresite Group. Even though concepts proposed for new site have high costs due to site issues, we are moving forward with construction documents and bidding the project. Rochester and Associates is working on the entry road and infrastructure for the private

development. Staff is working with Foresite Group and Rochester & Associates on design and construction plans. Construction documents are 99% complete. RFQ has been submitted with three (3) contractors approved to bid the project. Plan to begin construction Spring 2022. Additional funding has been requested through grants.

Skate Park Planning/Construction – Park opened on June 18, 2020. Construction is 99% complete; however, we still need to account for some miscellaneous items (Cameras, Fencing, Art, Repairs).

Midland Greenway Improvements – Board approved agreement with Foresite Group for A&E and Diversified Construction of Georgia for construction. Work began in August 2021 with a 4-month timeframe. Train was moved first; Park will be developed around the train. For this reason, the project has been extended to 6 months. Phase II – Playground to be installed January 2022. Phase II – Stage/Plaza concept in design; Bollard lights along greenway purchased. Second RFB out for installing bollards along the greenway.

Civic Center Renovations – Project is complete.

LED Sport Field Lighting – Musco Lighting completed the install of new LED Sport Field Lights at Lanier Point Athletic Complex in September 2021. Project is complete.

Playground Improvements System-wide – Playground installed at Longwood Park December 2021. Pavilion upgrades have also been completed. Final touches in progress.

PoolPak Replacement – Phase I of replacing the three (3) Poolpaks at Frances Meadows Center. Foresite Group supporting engineering plans. There is a 6-month lead-time on a new PoolPak unit. Project will request proposals for all three (3) PoolPaks to be installed over a three (3) year period. RFP is being advertised. Contract award should be in March 2022.

Park Restrooms System-wide – Will be adding restroom facilities in Parks starting with Wessell Park.

Disc Golf Course at Wessell Park – Layout is complete; Baskets have been received. Getting quotes for equipment and materials.

Park Vehicles – Replacing five (5) F-150 Maintenance Trucks and one (1) Administration Vehicle (complete); adding an F-350 (complete) for Towing purposes. All have been ordered through State Contract.

Recreation Center Planning – Land acquisition and planning in progress.

FY22 Major Capital Projects have an estimated total cost of \$21,658,107.00; \$8,057,523.00 has been encumbered or expended to date.

Staff attending gave a brief report on their respective divisions. Staff reports were also provided in the Board Digital Packets. A copy of the FY21 Annual Report was provided to the Board for their review.

BOARD MEMBER COMMENTS

None

OLD BUSINESS

None

NEW BUSINESS

None

GENERAL INFORMATION OF INTEREST

The following information was provided to the Board for review at their leisure via their iPads and through the City's website:

- In the News Articles from January
- Notice of events for the next month

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business, Past Chair Peebles entertained a motion to adjourn. Motion made by John Simpson and seconded by Brent Loggins to adjourn. MOTION PASSED UNANIMOUSLY. Meeting adjourned at 6:35 PM.

Respectfully Submitted,
Judy Williams
Administrative Coordinator

*All documentation referred to in the above minutes were provided to attendees by electronic means as well as for future reference at www.gainesville.org/board and the Agency's permanent Board File.