

THE GAINESVILLE PARKS AND RECREATION AGENCY
BOARD MEETING MINUTES
March 8, 2021

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, March 8, 2021 at 5:30 PM at the Fair Street Neighborhood Center located at 715 Fair Street, Gainesville, GA with Chair Kingsley Peeples presiding:

Members Present

Jerry Castleberry
Kristin Daniel
Susan Daniell
Alex Murray
Kingsley Peeples
John Simpson
Robert Washington

Staff & Guest Present

Kate Mattison, Director
Michael Graham, Deputy Director
Judy Williams, Administrative Coordinator
Julie Butler – Marketing/Communications Mgr.
Brian Peters – Parks & Facility Services
Missy Bailey – Recreation Division Manager
Zandrea Stephens – FMACC Division Manager

Absent:

Cooper Embry
Chris Romberg
Juli Clay (Ex-Officio Member)

CALL TO ORDER

Chair Kingsley Peeples called the meeting to order at 5:32 PM and welcomed everyone.

SPECIAL RECOGNITION

Chair Peeples recognized the following employees on their years of service with the Agency: Ron Arro – 16 years, March 14, Missy Bailey – 16 years, March 21, Shannon Parris – 3 years, March 26, Shannon Jones – 16 years; and Carrie Gravett – 5 years, April 11.

PUBLIC COMMENTS

None

MINUTES

Consider approval of minutes of Regular Board Meeting held February 8, 2021. **Motion made by Jerry Castleberry and seconded by Susan Daniell to approve the minutes from February 8, 2021. MOTION APPROVED UNANIMOUSLY.**

FINANCIAL REPORT

Deputy Graham reviewed for the Board the Financial Report ending January 31, 2021 of fiscal year 2021. The January report showed monthly income of \$180,692.96 for a total yearly income of \$5,212,008.61 or 83.80%. The Agency should have received 58.33% of the yearly income at this time; therefore, income to date is above projections by 25.47%.

Expenses for January total \$390,399.56 for total yearly expenses of \$2,910,838.33 or 46.19%. Currently year-to-date expenditures (\$2,910,838.33) are below revenues (\$5,212,009) in

the amount of \$2,301,170. Therefore, no budgeted fund balance was utilized this month to cover a deficiency in operations.

A Revenue Comparison and Income Statement was presented along with a Summary Financial Statement on each of the cost centers for review by the Board. **Motion made by Kristin Daniel and seconded by John Simpson, to accept the January Financial Report as presented by Deputy Graham. MOTION PASSED UNANIMOUSLY.**

BOARD ACTION ITEMS

- i. **Consider annual review of fees and charges recommendation from staff for facility rentals and programs based on revenue and pricing policy and market analysis.** Based on our approved Revenue Policy, the staff has completed a current market analysis of fees and charges and has provided the attached spreadsheets recommending proposed additions/changes in our fees and charges for programs, activities, and facilities as highlighted in yellow (change) or blue (addition) and more specifically described in the memo attached (see Board file for attachment). Gainesville Parks and Recreation continues to be at or below the "Market Average" in most all cases for similar programs with other parks and recreation departments in our area and across the state. Therefore, staff is recommending only minimal increases in Youth Programs, but has suggested substantial increases with facility and pavilion rentals particularly with all the renovations that have been or will be completed in the near future. Staff recommends changes to fees and charges for programs, activities, and facilities as recommended on the attached memo to be effective immediately. **Motion made by John Simpson and seconded by Jerry Castleberry to accept staff recommendation and move that the Board approve the changes in fees and charges for programs, activities, and facilities as recommended by staff and stated in Resolution BR-21-01; with the exception that new fees will go into effect April 1, 2021 rather than immediately, in order to give patrons advanced notice of increases. MOTION APPROVED UNANIMOUSLY.**
- ii. **Consider Funding for Unexpected Maintenance Items at Frances Meadows Aquatic Center and Gainesville Civic Center.** Following a major leak in an air handler on the third floor, it was later discovered that the chiller for the Civic Center was also damaged requiring extensive repair. After requesting Johnson Controls to access the damage, we contacted the City Risk Manager to inquire whether the chiller would be covered under the City's property insurance. The repair or replacement of the chiller was covered. The insurance company agreed to pay \$44,643 based on repair work of \$69,643 (see attachment 1 in Board file) with a \$25,000 deductible. However, two issues remain: 1) the repair work to circuit 2 does not guarantee that there are no other issues with the unit that are unforeseen and could limit its lifespan; and, 2) the repair work will actually take longer to complete than simply replacing the unit. Therefore, after much deliberation, the staff is recommending to replace the unit at \$97,817 with an additional 5-year warranty on the compressors for \$2,704 for a total contracted cost of \$100,521 (see attachment 2 in permanent Board File) plus miscellaneous costs of \$4,122 totaling \$104,643. After the insurance payment of \$44,643, total costs to Parks and Recreation to replace is approximately \$60,000 for a new chiller fully installed.

In addition, this year we contracted Gainesville Mechanical to perform preventative maintenance on the Frances Meadows PoolPaks. The facility has three units that not only provide heating and air to the pool locations, but also supports air quality and the heating of the pool water. These units are now 14 years old and nearing the end of their lifecycle. Gainesville Mechanical is recommending \$57,779 (see attachment 3 in Board file) in immediate repairs necessary to keep them operational. This does not include the cost of new compressors required at

approximately \$17,221 for a total cost of no more than \$75,000. Furthermore, they are recommending that we look at replacing these units in the coming years.

Due to the unexpected nature of these maintenance repairs and the limited FY2021 Budget, the staff would like to use up to \$135,000 (\$60,000 for Chiller and \$75,000 for PoolPaks) from the Park Development Fund to cover these items. Currently, there is \$143,509 in the Park Development Fund Account.

The staff recommends using up to \$135,000 from the Park Development Fund account to cover the unexpected maintenance items referenced above. **Motion made by John Simpson and seconded by Susan Daniell to move that the Board approve using Park Development Fund monies in an amount not to exceed \$135,000 to cover the unexpected maintenance items presented and listed in resolutions AR-21-02 and AR-21-03. MOTION APPROVED UNANIMOUSLY.**

MANAGEMENT REPORTS

Director Mattison reported that Impact Fees collected for the 8th month of fiscal year 2021 (February) were \$21,000.00. The total amount collected for FY2021 through February is \$534,800.00. The current account balance is \$715,281.83.

Director Mattison reported that staff had come up with a way to honor Gene Marlowe and his coaching legacy with Gainesville Parks and Recreation. Coach Marlowe will be honored during Opening Day of Little League; Junior League Baseball will be named Gene Marlowe Junior League; shirts will have a patch on the arm with a logo with name and years of service; and there will be a Gene Marlowe Volunteer Coach Award. Board Member Susan Daniell asked if we had thought about naming one of the ballfields after him like we did Cabbell Field. Director Mattison stated that was a great idea, but it would take a little longer to do that than the recognition mentioned above but it's something we can address in the near future.

Director Mattison reported that staff had planned to bring the Capital and Operating Budget to the Board for their review, but we're in a holding pattern waiting on Finance so that the budget can be completed. We're hoping that the tax millage will increase from .75 to .896. Parks & Recreation's presentation has been moved to April 15. The final full budget will be brought to the Board in April for approval then it will be presented to Council with the Board's recommendation. Deputy Graham stated that tax increases will affect our capital projects and what could be done in FY22.

Director Mattison stated there were no partnership updates.

Capital Projects Update

Deputy Graham updated the Board on the approved FY21 Capital Projects which is also shown on the Operating and Major Capital Expenditures spreadsheets in the Board packets. This includes some FY19 and FY20 Capital Projects that rolled over to FY21.

FY21 Major Capital Projects include the following.

Park Development – Youth Sports Complex was carried over from previous fiscal years. A new site for this project was acquired, which has led to property and attorney fees being incurred. Board approved new contract for architectural and design with Foresite Group, Inc. The kick-off meeting was held January 30, 2020. 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. Staff is working with Foresite Group and Rochester & Associates on design and construction plans. Rochester and Associates is working on the entry road and infrastructure for the private development. Construction documents to be completed by March 2021. Construction should begin in July 1, 2021.

Skate Park Planning/Construction – Board approved agreement with Lose Design for A&E. A Public Design Meeting was held on October 3. The Concept design was approved December 17, 2018. Construction contract awarded to Tri-Scapes, Inc. for \$1,766,357. Construction started in July 2019. Construction is 99% complete. Opened on June 18. However, still need to account for some punch list items and add network security cameras. Art was unveiled during the October 18 Ribbon-cutting. Network cameras are currently being bid.

Midland Greenway Improvements – Train Park – Board approved agreement with Foresite Group for A&E. Contracts signed and project started. Geotech reports issued. Concept complete. Construction documents in process. Construction is currently proposed to begin in March 2021 with a 6 month timeframe.

Civic Center Renovations – Based on a concept plan, Board approved design of construction documents. Nine (9) proposals were received: Parks and Recreation Board approved construction contract with Scott Contracting for \$498,160 and Audio/Visual Contract is set with TSAV (State Contract) at 376,799. Construction began January 4, 2021 and is set to be completed by end of March.

FY21 Major Capital Projects have an estimated total cost of \$11,968,744.00; \$4,731,094.00 has been encumbered or expended to date.

Staff attending gave a brief report only on photos from their respective divisions. Staff reports were also provided in the Board Digital Packets.

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 February
- Notice of events for the next month

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business Chair Peeples entertained a motion to adjourn. Motion made by Robert Washington and seconded by Kristin Daniel to adjourn. MOTION PASSED UNANIMOUSLY. Meeting adjourned at 6:52 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.