

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

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

**Members Present**

Jerry Castleberry  
Kristin Daniel  
Chris Morgan  
Alex Murray  
Kingsley Peebles  
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  
Lauren Miller – Special Projects Manager  
Brian Peters – Parks Division Manager  
Eason Spivey – Recreation Division Manager

**Absent:**

Brent Loggins  
Trey McPhaul

**CALL TO ORDER**

Chair Kristin Daniel called the meeting to order at 5:32 PM and welcomed everyone.

**SPECIAL RECOGNITION**

Chair Daniels recognized the following employee on his years of service with the Agency:  
Ron Arro – 17 years, March 14.

**PUBLIC COMMENTS**

None

**MINUTES**

Consider approval of minutes of Regular Board Meeting held February 14, 2022. **Motion made by Jerry Castleberry and seconded by Robert Washington to approve the minutes from February 14, 2022. MOTION APPROVED UNANIMOUSLY.**

**FINANCIAL REPORT**

Deputy Graham reviewed for the Board the Financial Reports ending January 31, 2022 of fiscal year 2022. The January report showed monthly income of \$292,061.23 for a total yearly income of \$6,028,714.08 or 89.85%. The Agency should have received 58.33% of the yearly income at this time; therefore, income to date is above projections by 31.52%.

Expenses for January total \$557,301.38 for total yearly expenses of \$4,291,449.62 or 53.39%. Currently year-to-date expenditures (\$4,291,449.62) are below revenues (\$6,028,714.08) in the amount of \$1,737,264.46. Therefore, no budgeted fund balance was utilized this month to cover a deficiency in operations.

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

## **BOARD ACTION ITEMS**

- i. Consider Director's recommended budget for FY2023 beginning July 1, 2022.** Seek approval of the Director's recommended FY2023 Budget for Parks and Recreation as presented by Director Kate Mattison. The FY23 Budget Letter, Fiscal Year Budget Resolution, and associated documents were provided to the Board for review. The Agency recommends approval of the FY23 Parks and Recreation Budget as presented and acknowledged in the Fiscal Year 2023 Budget Resolution. **Motion made by Kingsley Peeples and seconded by Chris Morgan to accept staff recommendation and approve the FY23 Parks and Recreation Budget as presented and acknowledged in the Fiscal Year 2023 Budget Resolution AR-22-01. MOTION PASSED UNANIMOUSLY.**
- ii. Consider funding for Mini-Pitch Partnership Project at Myrtle Street Park.** In November 2021, the Parks and Recreation Board authorized the application and acceptance of grant funding, if awarded, from the GA100 Grant and the United Way for the construction of a Mini-Pitch at Myrtle Street Park. In February 2022, the United Way was officially awarded the grant in the amount of \$75,000. Per the grant a 100% match is required. United Way of Hall County has pledged \$25,000 toward the project, making up 1/3 of the required match. The Agency is required to fund \$50,000 additional per the grant guidelines. Given the scope of the project, which will include lighting both the new Mini-Pitch court, and the current basketball court, as well as a concrete pad, artificial turf, fencing and amenities, the Staff believes it will take \$125,000 in total from the Agency to complete the overall project at a cost of \$225,000.00. The Park Development Fund was created for unexpected maintenance and specialty projects just like this. Due to the specialized nature, the staff would like to use up to \$125,000 from the Park Development Fund to cover the required match as well as any additional costs. Currently, there is \$185,075 in the Park Development Fund account. The staff recommends using up to \$125,000 from the Park Development Fund account to cover the project referenced above. **Motion made by Alex Murray and seconded by Jerry Castleberry to accept staff recommendation and approve using Park Development Fund monies in an amount not to exceed \$125,000 to cover the project presented and listed in Resolution AR-22-03. MOTION PASSED UNANIMOUSLY.**
- iii. Consider Funding for Unexpected Storm Damage Cleanup and Repairs.** During this winter's only snow and ice event, the Parks system sustained significant storm damage due in part to high winds. The fencing around Cabbell Field was severely damaged and requires safety sensitive repairs quickly. In addition, the Rock Creek Greenway, which is frequently subject to fallen trees, suffered additional bridge/boardwalk damage, as well as more downed trees in many parks. This will be the second time this year, that Rock Creek Greenway has required external contractors due to the quantity and difficulty of the work. Due to the unexpected nature of the storm damage and the time remaining in the FY2022 Budget, the staff would like to use up to \$28,000 from the Park Development Fund to cover these items. Currently, there is \$60,075 in the Park Development Fund account. The staff recommends using up to \$28,000 from the Park Development Fund account to cover the unexpected maintenance items referenced above. **Motion made by Alex Murray and seconded by Robert Washington to approve using Park Development Fund monies in an amount not to exceed \$28,000 to cover the unexpected storm damage cleanup presented and listed in Resolution AR-22-02. MOTION PASSED UNANIMOUSLY.**

## MANAGEMENT REPORTS

Director Mattison reported that Impact Fees collected for the 8th month of fiscal year 2022 (February) were \$46,200.00. The total amount collected for FY22 through February is \$868,000.00. The current account balance shows an amount of \$763,027.28 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 reported that Friends of the Parks are in the planning stages of their annual Butterfly Release scheduled for May 22, 2022 from 1-4pm at Engine 209 and Longwood Park.

### 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. Added Water Meter and Sewer Tap, getting quotes on Infrastructure and Building.

**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 reports were provided in the Board Digital Packets

Director Mattison introduced our new Special Projects Manager Lauren Miller to the Board and welcomed her to her first meeting.

**BOARD MEMBER COMMENTS**

Chair Daniel stated that the Jaycee’s spoke highly of the greenway during Mule Camp and stated they were very pleased with the area and will be using it again.

**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 Daniel entertained a motion to adjourn. Motion made by Kingsley Peeples and seconded by Alex Murray 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](http://www.gainesville.org/board) and the Agency's permanent Board File.