

THE GAINESVILLE PARKS AND RECREATION AGENCY
BOARD MEETING MINUTES
June 14, 2021

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, June 14, 2021 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
Susan Daniell
Cooper Embry
Kingsley Peeples
Chris Romberg
John Simpson
Juli Clay (Ex-Officio Member)

Staff & Guest Present

Kate Mattison, Director
Michael Graham, Deputy Director
Judy Williams, Administrative Coordinator
Missy Bailey – Recreation Division Manager
Zandrea Stephens – FMACC Division Manager
Julie Butler – Marketing/Communications Mgr.
Brian Peters – Parks Division Manager
Steve Woods – Adult Athletic Mgr. – LPAC

Absent:

Kristin Daniel
Alex Murray
Robert Washington

CALL TO ORDER

Chair Kingsley Peeples called the meeting to order at 5:30 PM and welcomed everyone.

SPECIAL RECOGNITION

Chair Peeples recognized the following employees on their years of service with the Agency: Daniel Ramirez – 2 years, June 1; Michael Williams – 5 years, June 6; and, Steve Woods – 3 years, July 2.

PUBLIC COMMENTS

None

MINUTES

Consider approval of minutes of Regular Board Meeting held May 10, 2021. **Motion made by Cooper Embry and seconded by Jerry Castleberry to approve the minutes from May 10, 2021. MOTION APPROVED UNANIMOUSLY.**

FINANCIAL REPORT

Deputy Graham reviewed for the Board the Financial Report ending April 30, 2021 of fiscal year 2021. The April report showed monthly income of \$159,048.94 for a total yearly income of \$5,735,076.20 or 92.10%. The Agency should have received 83.33% of the yearly income at this time; therefore, income to date is above projections by 8.77%.

Expenses for April total \$390,581.09 for total yearly expenses of \$4,162,433.66 or 64.59%. Currently year-to-date expenditures (\$4,162,434.) are below revenues (\$5,735,076.) in the amount

of \$1,572,642. 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 Susan Daniell and seconded by John Simpson, to accept the April Financial Report as presented by Deputy Graham. MOTION PASSED UNANIMOUSLY.**

BOARD ACTION ITEMS

- i. **Consider recommendation for Award of Contract for Professional Services in regards to Landscape Maintenance of Parks.** The Landscape Maintenance Contracts with both Landscape Management Company and Tri-Scapes, Inc. approved June 8, 2020 allows for renewals annually up to five (5) years. Staff has been pleased with splitting the contract between the two (2) companies and the service at which has been provided by each over the past year. Both companies have indicated they would like to continue the services; Tri Scapes with a 3% increase in costs for FY22; and, Landscape Management Company with an increase of \$8,928 for the Midland Greenway Addition, and \$9,930 for Longwood Median add-on.

Based on excellent service provided, staff recommends that the Board renew the annual Landscape Maintenance Contracts with both Landscape Management Company and Tri-Scapes, Inc. for a second year as follows.

<u>Landscape Management Co. – Price</u>		<u>Tri-Scapes, Inc. – Price</u>	
Frances Meadows	\$ 9,467	City Park*	\$16,286
Midland Greenway**	\$34,612	Civic Center	\$26,484
Desota Park	\$ 3,344	Fair Street	\$ 5,366
Kenwood Park	\$ 3,997	Wilshire Trails	\$10,384
Myrtle Street Park	\$ 3,038	Roper Park	\$ 5,366
Rock Creek Park 1	\$ 4,047	Wessell Park	\$ 5,911
Rock Creek Park 2	\$ 5,197	Skate Park	\$ 7,918
Longwood Median**	\$ 9,930	Holly Park	Adopted
Poultry Park	Adopted	3% Increase*	\$ 2,332
HH Dean Park	Adopted	Total	\$80,047*
Total	\$73,632**	Grand Total	\$153,679

*Tri-Scapes, Inc. had a 3% increase in price overall and agreed to take on General Longstreet, Riverside Park, and, Linwood Trailhead in place of removing Green Street Park as part of City Park.

**Landscape Management Co. provided quote for adding a new section to Midland Greenway and Longwood Median.

***These amounts are for the annual landscape maintenance contract and do not include any additional service requests during the year.

Motion made by Cooper Embry and seconded by John Simpson to accept staff recommendation and renew the Landscape Maintenance Contracts with both Landscape Management Company and Tri-Scapes, Inc. for the annual landscape maintenance services as specified and identified in Resolution AR-21-05 as presented. MOTION APPROVED UNANIMOUSLY.

- ii. **Consider recommendation for Award of Contract for Professional Services in regards to Photography.** The Agency works with an approved vendor to provide photography services for our citizen participants while also supporting revenue generation for the Agency's programs. The contract for Recreation Photography is up for renewal. Request for proposals were solicited and received on June 7, 2021. Three (3) vendors, Sportography, Inc., Strawbridge Studios, Inc. and TSS Photography, responded with questions or interest, however, only one (1) proposal, from Sportography, was submitted. The proposal was reviewed by staff per the evaluation criteria in the request and found to be responsive and acceptable.

Based on excellent service along with the highest revenue margin for the Agency and low prices to the participants, the staff recommends awarding the Gainesville Parks and Recreation Agency photography contract to Sportography, Inc. The contract would be for one year with the Agency having the option to renew the contract for two (2) additional one-year periods providing the service is satisfactory and both parties are willing to renew.

Motion made by Chris Romberg and seconded by Jerry Castleberry to accept staff recommendation for Sportography, Inc. to be awarded the Gainesville Parks and Recreation Photography Contract for the time period July 1, 2021 and ending June 30, 2022 with the option to renew the contract for two additional one-year periods as approved. MOTION APPROVED UNANIMOUSLY.

- iii. **Consider recommendation adopting the FY2021 Fund Balance Commitment Reporting Resolution.** Based on the Fund Balance Reporting Policy adopted by the Board in June 2011, any fund balance in which constraints have been placed by the Board should be approved through the adoption of a resolution that the "Committed Fund Balance" is for the purpose as stated. Resolutions committing fund balance must be adopted annually prior to the end of the fiscal year. The below committed fund accounts are normally maintained year after year for that specific purpose, but can be funded at different amounts or none at all based on the fund balance available and the Board's desire to fund the accounts.

The Board generally has four (4) "Committed Fund Balance" accounts.

1. Park Development Fund is used by the Board, at their discretion, for park maintenance and/or projects. Beginning last year, the Board chose to set this account at \$200,000 to be drawn off during the year if the Board so chooses. The fund currently has a balance of \$8,509.
2. The Civic Center Reserve Fund was set up as an emergency fund for the Civic Center and can be used as approved by the Board for that purpose. The fund is currently at \$10,000; the Board has previously committed \$10,000 annually to this fund. The executive committee is recommending increasing the annual commitment to \$20,000 for FY21.
3. Booster Club Fund was set up for Youth Athletics and like the above listed accounts can be used as approved by the Board for youth athletics at their discretion. The fund currently has a balance of \$50,358. This account balance fluctuates based on whether revenue comes in over expenses or vice versa until the audit is completed.
4. Children at Play Fund was established by the Board to accept donations through the North Georgia Community Foundation to scholarship less fortunate children into the parks and recreation programs based on an established policy. The Board can supplement this fund through fund balance and has generally committed \$10,000 each year. The CAPF is currently at \$111,154.

The attached resolution accounts for the Board's commitment of these fund balance accounts. Please note that commitments may only be changed or rescinded through the adoption of a subsequent resolution.

The staff recommends adopting the resolution (BR-21-02) attached to commit FY21 fund balance monies as stated.

Motion made by Cooper Embry and seconded by John Simpson to accept staff recommendation and move that the Board adopt the FY21 Fund Balance Reporting Resolution in order to commit fund balance monies as presented. MOTION APPROVED UNANIMOUSLY.

- iii. **Consider recommendation for Funding for Equipment at Frances Meadows Center.** Approximately five years ago, Gainesville Parks and Recreation absorbed the privately contracted Lanier Aquatics Swim Team doing business at the Frances Meadows Aquatic Center. The owner, Jim Young, was hired by Gainesville Parks and Recreation as the head coach. Mr. Young maintained private control of a Colorado Timing System. This equipment consists of all items required to run swim meets such as touch pads, starters, clocks, etc.

Mr. Young is now retiring and wishes to sell said timing system, which is in great condition.

Without the use of Mr. Young's equipment, Parks & Recreation would need to purchase a new timing system, which could range upwards of \$45,000. Jim Young has offered to sell us his equipment in its entirety at fair market value, which is less than half of a new system. The staff is currently gathering an inventory and comparing it to similar used systems to verify accuracy.

Due to the necessity of this equipment, and the already finalized FY2022 Budget, the staff would like to use up to \$20,000 from the Park Development Fund to cover these items. Beginning July 1, 2021 the balance of the Park Development Fund will be \$200,000.

Staff recommends using up to \$20,000 from the Park Development Fund account in FY22 to purchase the above-mentioned timing system that is needed for operations of the Lanier Aquatics program.

Motion made by Cooper Embry and seconded by Chris Romberg to accept staff recommendation and move that the Board approve using Park Development Fund monies in an amount not to exceed \$20,000 in FY22 to cover the cost of acquiring items as presented in AR-21-06. MOTION APPROVED UNANIMOUSLY.

MANAGEMENT REPORTS

Director Mattison reported that Impact Fees collected for the 11th month of fiscal year 2021 (May) were \$47,600.00. The total amount collected for FY2021 through May is \$680,400.00. The current account balance is \$860,881.83.

Director Mattison stated that Friends of the Parks had met. The annual butterfly release is being planned for September 19. They are looking to add Food Trucks and Alcohol to the event and will be coming before the Board to ask for permission to serve alcohol in the park.

Director Mattison stated that during the past couple of years the July Board meeting has been cancelled due to it falling around the July 4th holiday. The Board discussed and came to the

conclusion that it would be post-poned until August. **Motion made by Cooper Embry and seconded by Chris Romberg to cancel the July 12th Board meeting. MOTION APPROVED UNANIMOUSLY.**

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. Rochester and Associates is working on the entry road and infrastructure for the private development. Construction documents to be completed by July 2021. Construction documents should be completed by July 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 to be installed in May-July 2021.

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 is currently proposed to begin in June 2021 with a 4 month timeframe. Board approved contract with Diversified Construction of Georgia for \$1,408,947.

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. Building is open with only miscellaneous and punch items remaining.

FY21 Major Capital Projects have an estimated total cost of \$13,073,107.00; \$6,216,371.00 has been encumbered or expended to date.

The Seasonal Evaluation Report from FALL 2020 was provided to the Board for review via the Board Digital Packets.

Staff attending gave a brief report on 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 May
- 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 Cooper Embry and seconded by John Simpson 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.