

THE GAINESVILLE PARKS AND RECREATION AGENCY
BOARD MEETING MINUTES
January 9, 2023

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, January 9, 2023 at 5:30 PM at the Gainesville Civic Center located at 830 Green Street, NE, Gainesville, GA with Past Chair John Simpson presiding:

Members Present

Jerry Castleberry
Brent Loggins
Chris Morgan
Trey McPhaul
John Simpson

Staff & Guest Present

Kate Mattison, Director
Michael Graham, Deputy Director
Judy Williams, Administrative Manager

Absent:

Kristin Daniel
Alex Murray
Kingsley Peeples
Robert Washington
Juli Clay (Ex-Officio Member)

CALL TO ORDER

Past Chair John Simpson called the meeting to order at 5:40 PM and welcomed everyone (Chair Daniel absent).

SPECIAL RECOGNITION

None – will cover during February’s meeting.

PUBLIC COMMENTS

N/A

ORGANIZATIONAL SESSION

Due to Chairman Daniels absence, Director Mattison stated that the Executive Committee had discussed the election of Officers (Chairman, Vice-Chairman and Secretary-Treasurer) for the New Year, and it was the consensus of the Executive Committee that the following board members move into executive office for 2023: Alex Murray - Chair, Robert Washington - Vice-Chair, Brent Loggins – Secretary-Treasurer, and Kristin Daniel as Past Chair. Director Mattison asked if there were any nominations from the floor. None given. **Motion made by Jerry Castleberry and seconded by Trey McPhaul to accept the Executive Committee’s recommendation as indicated above. MOTION PASSED UNANIMOUSLY.**

MINUTES

Consider approval of minutes of Regular Board Meeting held November 14, 2022.
Motion made by Trey McPhaul and seconded by Brent Loggins to approve the minutes from November 14, 2022. MOTION APPROVE UNANIMOUSLY.

FINANCIAL REPORT

Deputy Director Graham reviewed for the Board the Financial Reports ending November 30, 2022 of fiscal year 2023. The November report showed monthly income of \$2,892,337 for a total yearly income of \$4,511,625 or 49.45%. The Agency should have received 41.67% of the yearly income at this time; therefore, income to date is above projections by 7.78%.

Expenses for November total \$728,989 for total yearly expenses of \$3,625,165 or 38.55%. Currently year-to-date expenditures (\$3,625,165) are below revenues (\$4,511,626) in the amount of \$886,460. Therefore, no budgeted fund balance was utilized this month to cover a deficiency in operations.

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

BOARD ACTION ITEMS

- i. n/a

MANAGEMENT REPORTS

Director Mattison reported that Impact Fees collected for the 6th month of fiscal year 2023 (December) were \$267,400. The total amount collected for FY23 through December is \$596,400. The current account balance shows an amount of \$263,575.57). The Agency should be receiving additional Impact Fees in the future as new construction continues.

Director Mattison announced that due to several staff members nearing retirement age, management has been working on the Strategic and Succession Plan trying to stream-line some of the positions. In order to give all division managers training under each division, a pilot program has begun with Eason Spivey and Zandrea Stephens. Eason has transferred to Frances Meadows as Division Manager and Zandrea has transferred to the Recreation Division as Recreation Division Manager. Both have indicated that at some point in their career, they would like to become Deputy Director and Director, whether it be here or somewhere else, and this is a stepping stone in the right direction to help get them there.

Director Mattison also reported that Samantha Ballinger is no longer employed with the agency, and Britteny Hammonds – Recreation Program Coordinator, has been promoted to Samantha's position as Recreation Program Manager.

Director Mattison also reported on the storm damage from the heavy freeze on Christmas Eve and the damage it did to the building, specifically the kitchen area, Lyman Hall Room, restrooms and etc. The pipes burst and we had extensive flooding to the building. Staff were able to come in and worked hard to repair damages and do clean up.

Director Mattison updated the Board on two future sites that are being looked at for future recreational facilities. Additional information will be brought to the board as plans are finalized.

Capital Projects Update

Deputy Graham updated the Board on the approved FY23 Capital Projects, which is also shown on the Operating and Major Capital Expenditures spreadsheets in the Board packets. Deputy Graham discussed the FY23 Operating Capital Expenditures and went over the following Major Capital items.

FY23 Major Capital Projects include the following:

Park Development – Design and Construction documents are complete. Site and Park development will be bid separately. Simpson Grading won the site development contract to include entry road at \$13,345,406. Site work began in Summer 2022. Park development will not be put out to bid until late Spring 2023 or early Summer 2023.

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

Midland Greenway Improvements – Phase I – Train Park is open and 98% complete. Phase II – Playground has been installed. Construction contract for installing the bollard lights awarded to Kennlock Construction, Cleveland, GA, which began in August and scheduled to be completed by end of January 2023. Phase III – Stage/Plaza concept in design.

LED Sport Field Lighting – Project is complete.

Playground Improvements System-wide – Playground installed at Longwood Park December 2021. Pavilion upgrades have also been completed. Final touches in progress. Account rolls over for playground at Lanier Point for FY23.

PoolPak Replacement – Installation contract awarded to Conditioned Air Systems. Two of the three PoolPaks are now installed. The final unit will be installed in July 2023.

Park Restrooms System-wide – With the fact that we could not place the restroom building where originally proposed and, now a new need for additional parking, construction documents will be developed with a new cost estimate.

Disc Golf Course at Wessell Park – Disc Golf Course is open. Permanent signage is currently being installed.

Park Vehicles – Complete.

Recreation Center Planning – Land acquisition and planning in progress.

Myrtle Street Mini-Pitch – Mini-Pitch is open to the public. Everything is complete except for the addition of a new pavilion as approved by Board at the September 2022 Board Meeting.

Civic Center Network Security Cameras – Will be working with IT to complete.

Park Signage – Standard park signage order has been placed.

Lanier Point Athletic Complex Improvements – PO issued for playground and pavilion; Batting cages have been installed, new signage, and concrete for additional sidewalks and new pavilion pad have been completed.

Rock Creek Greenway Lighting – Design and Construction Documents in development by Foresite Group for \$16,000. Will be ordering bollard lights next.

New Maintenance Equipment Building – Roofing has been replaced on existing building; New fencing surrounding compound; Holding off on new equipment building until we know more about potential of new property containing a maintenance building.

Martha Hope Cabin Parking – PO issued for CD's, Bidding, and CA contract to Foresite Group.

Fitness Courts – National Fitness Campaign Fit Court installed. Final touches in progress.

FSNC – Playground and Pavilion – Concept complete; PO issued for pavilion and playground. Pavilion to be installed in January 2023.

Facility Fire Alarm System Upgrades – Upgrades approved through Fire Marshall. Working with Electronic Sales, who monitors our systems to make repairs and replace as necessary. Work in progress. Also making repairs to the Frances Meadows Fire Alarm System.

Dog Park at Midland Greenway – Dog Park is 95% complete with mainly amenities still needing to be added.

Roper Park Site Improvement – Planning for Volleyball Court, Pavilion and Parking. PO issued to Foresite for Design Development and Permitting.

FY23 Major Capital Projects have an estimated total cost of \$27,518,158.00; \$22,962,349 has been encumbered or expended to date.

Staff Reports

The 2022 Spring/Summer Activity Evaluation Summary was provided for review via Board Digital Packet and other digital means. Additional information was 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 November & December
- Notice of events for the next month

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business, past Chair Simpson entertained a motion to adjourn. Motion made by Trey McPhaul and seconded by Brent Loggins to adjourn. MOTION PASSED UNANIMOUSLY. Meeting adjourned at 6:33 PM.

Respectfully Submitted,
Judy Williams
Administrative Manager

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