

THE GAINESVILLE PARKS AND RECREATION AGENCY  
BOARD MEETING MINUTES  
April 11, 2022

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, April 11, 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  
Brent Loggins  
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  
Lauren Miller – Special Projects Manager  
Julie Butler – Marketing & Comm. Mgr.  
Eason Spivey – Recreation Division Manager

**Absent:**

Chris Morgan  
Trey McPhaul  
Alex Murray

**Absent:**

Brian Peters, Parks Division Manager  
Zandrea Stephens, FMACC Division Mgr.

**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 their years of service with the Agency: Shannon Jones – 17 years, April 11; and Carrie Gravett – 6 years, April 11.

**PUBLIC COMMENTS**

Hannah Warner appeared before the Board requesting an Alcohol Permit for Friends of the Parks Annual Butterfly Release to be held on May 22, 2022 at Longwood Park and Engine 209 Park. **Motion made by Jerry Castleberry and seconded by Brent Loggins to approve request. MOTION APPROVED UNANIMOUSLY.**

Tommy Howard with the Rotary Club also appeared before the Board requesting an Alcohol Permit for their Midland Music Fest on May 28, 2022 on the Midland Greenway. **Motion made by Brent Loggins and seconded by Jerry Castleberry to approve request. MOTION APPROVED UNANIMOUSLY.**

**MINUTES**

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

## FINANCIAL REPORT

Deputy Graham reviewed for the Board the Financial Reports ending February 28, 2022 of fiscal year 2022. The February report showed monthly income of \$222,866.53 for a total yearly income of \$6,251,580.61 or 93.18%. The Agency should have received 66.67% of the yearly income at this time; therefore, income to date is above projections by 26.51%.

Expenses for February total \$516,157.60 for total yearly expenses of \$4,807,607.22 or 59.79%. Currently year-to-date expenditures (\$4,807,607.22) are below revenues (\$6,251,580.61) in the amount of \$1,443,974.00. Therefore, no budgeted fund balance was utilized this month to cover a deficiency in operations.

A Revenue Comparison and Income Statement was presented for February along with a Summary Financial Statement on each of the cost centers for review by the Board. **Motion made by John Simpson and seconded by Brent Loggins, to accept the February 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 documentation 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 memo (attached – see Board files). 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. Staff is recommending only minimal increases in Recreation Programs, but proposes significant changes across the board for Frances Meadows fees. **Motion made by Kingsley Peeples and seconded by Robert Washington to accept staff recommendation and approve recommendations on Fees and Charges for Programs, Activities and Facilities to the GPRA Chart of Fees and Charges BR-22-02. MOTION PASSED UNANIMOUSLY.**

## MANAGEMENT REPORTS

Director Mattison reported that Impact Fees collected for the 9th month of fiscal year 2022 (March) were \$22,400.00. The total amount collected for FY22 through March is \$890,400.00. The current account balance shows an amount of \$785,427.28 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.

### 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 and will hold the groundbreaking in 4-6 weeks. 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 April 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; \$8,304,488.00 has been encumbered or expended to date.

Staff reports were 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 March
- 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 John Simpson and seconded by Brent Loggins to adjourn. MOTION PASSED UNANIMOUSLY. Meeting adjourned at 6:25 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.