

THE GAINESVILLE PARKS AND RECREATION AGENCY
BOARD MEETING MINUTES
June 12, 2023

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, June 12, 2023 at 5:30 PM at the Gainesville Civic Center located at 830 Green Street, NE, Gainesville, GA with Vice-Chair Robert Washington presiding:

Members Present

Jerry Castleberry
Kristin Daniel
Brent Loggins
Chris Morgan
Trey McPhaul
Alex Murray
John Simpson
Robert Washington

Staff & Guest Present

Kate Mattison, Director
Michael Graham, Deputy Director
Judy Williams, Administrative Manager
Julie Butler, Marketing & Comm. Mgr.
Eason Spivey, FMAFC Division Manager
Zandrea Stephens, Recreation Div. Mgr.
Eric Larsen, Special Projects Manager

Absent

Kingsley Peeples
Juli Clay (Ex-Officio Member)

CALL TO ORDER

Vice-Chair Robert Washington called the meeting to order at 5:32 PM (Chair Murray had not yet arrived) and welcomed everyone.

PUBLIC COMMENTS

None

MINUTES

Consider approval of minutes of Regular Board Meeting held May 8, 2023. **Motion made by Chris Morgan and seconded by Jerry Castleberry to approve the minutes from May 8, 2023. MOTION PASSED UNANIMOUSLY.**

Chair Alex Murray arrived so Vice-Chair Washington turned the meeting over to him to continue.

FINANCIAL REPORT

Deputy Director Graham reviewed for the Board the Financial Reports ending April 30, 2023 of fiscal year 2023. The April report showed monthly income of \$265,678.65 for a total yearly income of \$7,698,348.73 or 84.15%. The Agency should have received 83.33% of the yearly income at this time; therefore, income to date is above projections by .82%.

Expenses for April total \$608,320.49 for total yearly expenses of \$6,753,334.60 or 71.30%. Currently year-to-date expenditures (\$6,753,334.60) are below revenues (\$7,698,348.73) in the amount of \$945,014.00. Therefore, no budgeted fund balance was utilized this month to cover a deficiency in operations.

A Revenue Comparison and Income Statement was presented for April along with a Summary Financial Statement on each of the cost centers for review by the Board. **Motion made by Trey McPhaul and seconded by Brent Loggins, to accept the April Financial Report as presented by Deputy Graham. MOTION PASSED UNANIMOUSLY.**

BOARD ACTION ITEMS

- I. **Consider recommendation for adopting the FY2023 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. However, this year, the recommendation is to only commit three (3) accounts.

1. Park Development Fund is used by the Board, at their discretion, for park maintenance and/or projects. Over the last two years, 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 \$0.
2. Facilities Maintenance Reserve Fund was set-up as an emergency fund for the Civic Center and Frances Meadows Center in 2022, as approved by the Board, for that purpose. The fund is currently at \$70,000; the executive committee is recommending maintaining the annual commitment to \$20,000 for FY23.
3. 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 approximately \$120,256.

This year, the staff is recommending the deletion of Youth Sports Booster Club Committed Fund Balance account. More than two decades ago, this account was established to support an actual booster club component of youth sports. However, this account continues as an in-house program(s) and should be treated the same as other programs in the standard operations budget.

The attached resolution (see permanent board files) 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-23-05) attached to commit FY23 fund balance monies as stated. **Motion made by John Simpson and Jerry Castleberry to accept staff recommendation move that the Board adopt the FY23 Fund Balance Reporting Resolution (BR-23-05) in order to commit fund balance monies as presented. MOTION PASSED UNANIMOUSLY.**

MANAGEMENT REPORTS

Director Mattison reported that Impact Fees collected for the 11th month of fiscal year 2023 (May) were \$61,600. The total amount collected for FY23 through May is \$746,200. The current account balance shows an amount of \$413,375.57. The Agency should be receiving additional Impact Fees in the future as new construction continues.

Director Mattison reported that the United Way of Hall County collaborated with Atlanta United to host an event at the Myrtle Street Park Mini Pitch. The event was free and included an instructional clinic run by five professional players from the team.

Director Mattison announced that the Agency and Economic Development Department were awarded the Improving Neighborhood Outcomes Grant. The total awarded exceeded the original request of \$1.7M, and the City was awarded \$2.2M from Governor Kemp and the State of Georgia. This grant will help fund the Midland Greenway East/West spur and the land acquisition of a potential new Recreation Center. The greenway spur extends from Engine 209 Park on Grove and Davis streets to Athens Street along the former CSX line.

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 stated that they are now complete and have a balance of \$48,258.00 that will go back into fund balance, and went over the following Major Capital items.

FY23 Major Capital Projects include the following:

Park Development - The Coop – 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 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, etc.).

Midland Greenway Improvements – Phase I – Train Park is open and 100% complete. Phase II – Playground has been installed. Bollard lights along the greenway awarded to Kennlock Construction, Cleveland, GA, completed by end of January 2023. Phase III – Stage/Plaza concept in design. Currently waiting on construction documents.

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, which is in progress as of March 2023. Current issues with Lanier Point Playground parts – playground not yet open.

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. The PO has already been issued for the last unit.

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. Changing some of the Tee Pads and locations.

Park Vehicles – Complete.

Recreation Center Planning – Land acquisition and planning in progress.

Myrtle Street Mini-Pitch – Mini-Pitch is open to the public along with the addition of a new pavilion and shade structure as approved by the Board at the September 2022 Board Meeting. Atlanta United event at Myrtle Street Park is being planned for May 24.

Civic Center Network Security Cameras – Contract awarded – NetPlanner and Southern Computer Warehouse. Awaiting parts.

Park Signage – Most new park signage has been installed. Awaiting final touches.

Lanier Point Athletic Complex Improvements – Batting cages, pavilion, playground, new signage, and additional sidewalks have all been completed. Finalizing project.

Rock Creek Greenway Lighting – Design and Construction Documents completed by Foresite Group for \$16,000. Working with Midland Greenway Lighting contractor to continue work through Rock Creek Greenway. Staff found similar but cheaper bollard lights in install in Rock Creek Greenway, which takes three times the number of lights as Midland Greenway. Awaiting final proposal from Kennlock Electrical Construction.

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. Based on Roundabout designs, looking at changing Cabin parking design completely. New concept has been approved.

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 installed in February 2023. Rockwork and fireplace completed in March 2023. Playground to be installed April/May of 2023. Additional monies approved by Board through Park Development Fund to replace carpet and paint building – currently in progress.

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 complete. Also making repairs to the Frances Meadows Fire Alarm System at \$17,213 – awaiting parts currently.

Dog Park at Midland Greenway – Since the Dog Park has been open; we have recognized an issue with maintaining the grounds. Currently, we are getting proposals on laying artificial turf in the park.

Roper Park Site Improvement –PO issued to Foresite for Design Development and Permitting.

FY23 Major Capital Projects have an estimated total cost of \$40,951,313.00; \$24,798,646.00 has been encumbered or expended to date.

Deputy Graham reported on the Fall and Annual 2022 Seasonal Evaluation Report and stated that this wraps up the calendar year. Staff changed up program surveys trying to update the look of the report. Revenue was up slightly but numbers were down due to no swim lessons from last year. The full report was provided in the Board Digital Packets.

Staff Reports

Managers came forward and gave reports on their respective areas. 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 May
- Notice of events for the next month

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business, Chair Murray entertained a motion to adjourn. Motion made by John Simpson and seconded by Jerry Castleberry to adjourn. MOTION PASSED UNANIMOUSLY. Meeting adjourned at 6:40 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.