

**TO:** Gainesville Parks and Recreation Board Members

**FROM:** Susan Daniell, Chairman

**DATE:** September 7, 2016

**CC:** Melvin Cooper, Director

**SUBJECT: September 12, 2016 Board Meeting**

Please be reminded that the regular monthly Board Meeting will be held on **Monday, September 12, 2016 at 5:30 p.m.** in the Board Room at Gainesville Civic Center located at 830 Green Street NE, Gainesville, GA.

Enclosed are the minutes from the Regular Board Meeting held August 8, 2016 and the proposed agenda for this month's meeting. Board Files are now uploaded on the website at [www.gainesville.org/board](http://www.gainesville.org/board).

Please keep in mind that it is very important to be in attendance at every meeting in order to keep current on the issues facing the Board. At your earliest convenience, please notify Judy Williams at [jwilliams@gainesville.org](mailto:jwilliams@gainesville.org) or 770-297-5447 on whether you will be able to attend so we will know if a quorum will be present.

cc: Michael Graham  
Brenda Martin  
Eno Slaughter  
Julie Butler  
Meghan Modisette  
Missy Bailey  
Sam Couvillon  
Bryan Lackey

J. Melvin Cooper, CPRP  
Director

**BOARD OF DIRECTORS**

Susan Daniell    John Simpson  
Chair              Vice Chair

Sam Richwine, Jr., MD  
Secretary/Treasurer

Cooper Embry  
Jeffery Goss

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Chris Romberg  
Kristin Daniel



## GAINESVILLE PARKS AND RECREATION BOARD

Jerry Castleberry  
Kristin Daniel  
Susan J. Daniell  
Cooper Embry  
Jeffery Goss  
Bruce Miller  
Sam W. Richwine, Jr., M.D.  
Chris Romberg  
John Simpson

## REGULAR BOARD MEETING AGENDA

Gainesville Civic Center Board Room  
830 Green Street, Gainesville, GA 30501

September 12, 2016  
5:30 p.m.

I. **CALL TO ORDER** – Dr. Susan Daniell, Chairman

II. **SPECIAL RECOGNITION**

- a. **Staff Anniversaries**
  - i. Winford Gilstrap, Paarks Division, 20 years, September 16
  - ii. Janice Teems, Administrative Division, 8 years, September 22
  - iii. Ken Rovinelli, FMACC Division, 14 years, September 23
- b. **Other Recognitions:**

**PUBLIC COMMENTS**

Members of the public are welcome to use this time to make comments about Agency matters that do not appear otherwise on the agenda. The Board reserves the right to limit the amount of time and/or the number of speakers making public comments.

III. **BOARD ACTION AGENDA**

a. **Minutes**

- i. Consider approval of minutes of Regular Board Meeting held August 8, 2016.

b. **Finance Reports**

- i. Consider approval of Financial Summary Reports as of July 31, 2016 with 91.67% of the budget year remaining.

c. **Board Action Items**

- i. N/A.

**IV. MANAGEMENT REPORTS**

**a. Director, Melvin Cooper**

**i. Updates**

1. Impact Fee Report for August 2016
2. Allen Creek Youth Athletic Complex & SPLOST VII update

**ii. Partnership Updates**

1. Friends of Gainesville Parks and Greenway's
2. Gainesville-Hall County Boys and Girls Club
3. Hall County Parks and Leisure Services
4. Gainesville City School System
5. Community Service Center
6. Lake Lanier Olympic Park/Gainesville-Hall '96 Board
7. Redbud Chapter of the Georgia Native Plant Society

**iii. Other**

1. Rock Creek Veteran's Park Archway Signage Update
2. Public Art in the Park-Midtown Greenway

**b. Deputy Director, Michael Graham**

**i. Capital Projects Update**

**ii. Operating Capital Update**

**iii. Administrative Division, Brenda Martin**

1. Operations Update
2. Rentals

**iv. Frances Meadows Center Division, Meghan Hill Modisette**

1. Operational Update
2. Programs Update

**v. Marketing and Communications, Julie Butler**

1. General Update
2. Sponsor Spotlight
3. Customer Service

**vi. Parks Division, Eno Slaughter**

1. Operations Update

**vii. Recreation Division, Missy Bailey**

1. Operations Update
2. Programs Update

**V. BOARD MEMBERS COMMENTS, REPORTS, ISSUES**

**a. Executive Committee-*Susan Daniell***

**b. Planning & Development Committee-*Chris Romberg***

**c. Community Relations Committee-*Kristin Daniel***

**d. City Council Liaison-*Sam Couvillon***

**VI. OLD BUSINESS**

**VII. NEW BUSINESS**

**VIII. GENERAL INFORMATION OF INTEREST**

**a. News Articles for August 2016**

<b>Sept.</b>	20	Council Meeting at 5:30 pm – Gainesville Justice Center/ Municipal Courtroom
	13	Rookie Flag Football – 5:30-6:30 PM – Candler Field 2
	15	Rookie Flag Football – 5:30-6:30 PM – Candler Field 2
	17	NGYFA 6U Gainesville vs. North Hall – City Park – 9:00 AM
	17	NGYFA 7U Gainesville Robinson @ Commerce – 10:30 AM
	17	NGYFA 9U Gainesville vs. FB Wagner – City Park – 10:30 AM
	17	NGYFA 8U Gainesville @ West Hall HS – 10:30 AM
	17	NGYFA 10U Gainesville @ Chestatee HS – 10:30 AM
	17	NGYFA 11U Gainesville Wright v. FB Eubanks – City Park – 12:00 Noon
	17	NGYFA 11 U Gainesville Hutchins vs. Johnson – City Park – 1:30 PM
	17	NGYFA 7 <sup>th</sup> Grade Gainesville vs. Oconee County – City Park – 3:00 PM
	20	Rookie Flag Football – 5:30-6:30 PM – Candler Field 2
	22	Rookie Flag Football – 5:30-6:30 PM – Candler Field 2
	22	GPRA Staff Meeting – Civic Center Board Room – 9:00 AM
	23	Lanier Christian Academy Rental of Cabbell Field
	24	Shore Sweep at Longwood Park
	24	Lake Lanier's Rowing Club's Annual Taste of Gainesville with New Craft Beer and Wine Festival; 6-9 pm
	24	NGYFA 6U Gainesville vs. East Hall – City Park – 9:00 AM
	24	NGYFA 7U Gainesville Dempsey vs. FB – City Park – 10:30 AM
	24	NGYFA 7U Gainesville Robinson vs. White County – City Park – 12 Noon
	24	NGYFA 9U Gainesville vs. FB Wagner – City Park – 10:30 AM
	24	NGYFA 8U Gainesville vs Johnson – City Park – 1:30 PM
	24	NGYFA 10U Gainesville vs Winder Barrow-City Park – 3:00 PM
	24	NGYFA 11 U Gainesville Hutchins @ C.W. Davis MS – 3:00 PM
	24	NGYFA 11U Gainesville Wright @ East Hall HS – 1:30 PM
	24	NGYFA 7 <sup>th</sup> Grade Gainesville vs. North Oconee – City Park – 4:30 PM
	27	Rookie Flag Football – 5:30-6:30 PM – Candler Field 2
	29	Rookie Flag Football – 5:30-6:30 PM – Candler Field 2
	29	City Council Work Session – 9:00 AM – Administration Building
<b>October</b>	1	NGYFA 6U Gainesville @ West Jackson MS – 9:00 AM
	1	NGYFA 7U Gainesville Dempsey @ West Hall – 9:00 AM
	1	NGYFA 7U Gainesville Robinson @ North Hall HS – 9:00 AM
	1	NGYFA 9U Gainesville @ North Hall HS – 10:30 AM
	1	NGYFA 10U Gainesville @ North Hall HS – 12 Noon
	1	NGYFA 11U Gainesville Wright @ East Hall HS – 1:30 PM
	1	NGYFA 11 U Gainesville Hutchings @ North Hall HS – 1:30 PM
	4	Rookie Flag Football – 5:30-6:30 PM – Candler Field 2
	4	City Council Meeting – 5:30 PM –Public Safety Complex / Municipal Court
	6	Rookie Flag Football – 5:30-6:30 PM – Candler Field 2
	6	Friends of the Parks Board Mtg. – 5:30 PM – Civic Center
	8	NGYFA 6U Gainesville vs. Flowery Branch – City Park – 9:00 AM
	8	NGYFA 7U Gainesville Dempsey vs. Gainesville Robinson – CP – 10:30

		AM
	8	NGYFA 8U Gainesville vs. Flowery Branch Reed – City Park – 12 Noon
	8	NGYFA 9U Gainesville vs. East Hall – City Park – 1:30 PM
	8	NGYFA 10U Gainesville vs. Flowery Branch – City Park – 3:00 PM
	8	NGYFA 11U Gainesville Wright vs. West Hall – City Park – 4:30 PM
	8	NGYFA 11U Gainesville Hutchins vs. East Hall – City Park – 6:00 PM
	8	NGYFA 7 <sup>th</sup> Grade Gainesville vs. White County – City Park – 7:30 PM
	10	GPRA Board Meeting – 5:30 PM – Civic Center Board Room

IX. **EXECUTIVE SESSION (If Needed)**

X. **ADJOURNMENT**

The GAINESVILLE PARKS AND RECREATION AGENCY  
BOARD MEETING MINUTES  
August 8, 2016

The Gainesville Parks and Recreation Board conducted its regular monthly meeting on Monday, **August 8, 2016** at 5:30 PM in the Board Room of the Gainesville Civic Center located at 830 Green Street, NE, Gainesville, GA with Chairman Susan Daniell presiding:

**Members Present:**

Jerry Castleberry  
Kristin Daniel  
Susan Daniell  
Cooper Embry  
Sam Richwine, Jr., MD  
Chris Romberg  
Sam Couvillon, Ex-Officio Member

**Staff & Guest Present:**

Melvin Cooper, Director  
Michael Graham, Deputy Director  
Judy Williams, Administrative Coordinator  
Eno Slaughter, Parks Division Manager  
Brenda Martin, Admin. Division Mgr.  
Meghan Modisette, FMACC Division Manager  
Missy Bailey, Recreation Division Manager  
Julie Butler, Marketing/Communications Mgr.  
Zandrea Stephens, FMACC Division  
Aaron Barnett, FMACC Division  
Brent Sexton, Recreation Division  
Hank Heffner, LPAC/Recreation Division

**Absent:**

Jeffery Goss  
Bruce Miller  
John Simpson

**CALL TO ORDER**

Chairman Susan Daniell called the meeting to order at 5:32 PM and welcomed everyone.

**SPECIAL RECOGNITION**

Chairman Daniell recognized the following staff members for their years of service to the Agency: Zandrea Stephens – 5 years, August 8; Michael Graham - 12 years, August 16; Carrie Gravett – 8 years, August 25; Aaron Barnett – 8 years, August 27; Julie Butler – 12 years, August 30; and Brent Sexton – 5 years, September 6.

Chairman Daniell also recognized Hank Heffner, as one of the City of Gainesville's recipient of the 2016 *"You're the Reason"* winner.

**PUBLIC COMMENTS**

None

**MINUTES**

Consider approval of minutes of Regular Board Meeting held July 11, 2016. **Motion made by Cooper Embry and seconded by Chris Romberg to approve minutes from July 11, 2016 board meeting. MOTION PASSED UNANIMOUSLY.**

## FINANCIAL REPORT

Deputy Graham reviewed for the Board the Financial Report for month ending June 30, 2016 and stated that these numbers are preliminary until the year-end audit is complete. The report showed monthly income of \$333,600.69 for a total yearly income of \$4,509,272.74 or 107.10%. The Agency should have received 100% of the yearly income at this time; therefore, income to date is above budget projections by 7.10%.

Expenses for June total \$456,251.30 for total yearly expenses of \$4,119,889.83 or 92.60%. The Agency should have expended 100% of its yearly expenses at this time; therefore, expenses are down 7.40%.

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 Sam Richwine, Jr. and seconded by Jerry Castleberry to accept the June Financial Report as presented by Deputy Graham. MOTION PASSED UNANIMOUSLY.**

## BOARD ACTION ITEMS

- i. **Recommendation of funding to replace FMACC PoolPak Compressors.** In June 2016, we found out that two (2) compressors had locked up in PoolPak #2 at Frances Meadows Aquatic Center. To replace the compressors, the following cost estimates have been provided:

• New Compressors (2 – directly from Trane) -	\$ 7,735
• Labor for Compressor Replacements -	\$ 3,255
• Freon, Contactors, Etc. -	<u>\$ 2,010</u>
Total Costs	\$13,000

The FY17 Operating Budget does not provide enough funds for such a major maintenance item.

The Compressors will have to be replaced in order for the PoolPak to maintain the air quality and water temperatures correctly. Therefore, staff recommends authorizing the compressor replacements at a cost not to exceed \$13,000 to be funded by Park Development Funds. **Motion made by Cooper Embry and seconded by Chris Romberg to accept staff recommendation to make necessary repairs to PoolPak #2 as presented at a cost not to exceed \$13,000 from Park Development Funds. MOTION PASSED UNANIMOUSLY.**

- ii. **Recommendation for funding for Rock Creek Veteran's Park Archway Signage.** At the July 11, 2016 Parks and Recreation Board meeting, a group representing the Vietnam Veteran's, American Legion and the Korean War Veteran's appeared before the Board requesting assistance for an archway entry sign into Rock Creek Veteran's Park and for permission to move forward; the Board directed the Director to work with the group and report back to the Board at the August Board meeting. A meeting was held on July 22<sup>nd</sup> with Jerry Peck, Veteran's representative, Catiel Felts, City of Gainesville Communications and Tourism Director and Parks and Recreation Staff in regard to our desire to have the proposed Rock Creek Veteran's Park archway designed such that it meets the desire of the veteran's and also is in conformity with the new citywide signage program. We feel the Veteran's proposed black granite archway instead of our proposed wrought iron/metal arch would be out of character with the other proposed new city wayfaring signage. We discussed a compromise to use a rock base with black granite columns to reflect the other black granite memorials on

the interior of the park with a wrought iron/metal archway. Ms. Felts recommended that the City sign company prepare a couple of renderings for the Veteran's consideration. It was also discussed that the Director recommend to the P&R Board that they authorize \$10,000 for the project as well as Parks and Recreation taking responsibility for permitting and working with the city sign company for installation. A rough draft of the layout staff reviewed will provide better visibility and avoid any tree removal. Mr. Peck was to work with the Veteran's group and report back.

It is the recommendation of staff for the Board to authorize up to \$10,000 from the Agency Park Development Fund for the project. **Motion made by Chris Romberg and seconded by Jerry Castleberry to accept staff recommendation to authorize \$10,000 from the Agency Park Development Fund for the Agency's partnership portion of the Rock Creek Veteran's Park Archway Signage project. MOTION PASSED UNANIMOUSLY.**

## **MANAGEMENT REPORTS**

### **Updates**

Director Cooper reported that Impact Fees collected for the first (1<sup>st</sup>) month (July) of fiscal year 2017 totaled \$40,644 as compared to the same period of time last year of \$55,321; a decrease of \$14,644. The impact fee fund balance currently (8/8/16) stands at \$636,713.24.

### **Partnership Updates**

Director Cooper provided a written report to the Board via the Board website and I-Pads.

### **Other**

Director Cooper stated that staff had met with Kevin Holbrook from the Gainesville Police Department to discuss facility security issues. At this time, we are still waiting on the Police Department to get back to us with their recommendations.

Director Cooper gave an update on the Quarry Street Project and stated that the original quoted price of \$60,000 came back in at \$90,000. The County will re-bid in January with results back in February to determine if project will move forward.

### **Capital Projects Update**

Deputy Graham provided a progress update on the FY17 Capital Projects, which is also shown on the Major Capital Expenditures spreadsheet in the board packets:

**Civic Center Chiller** – FY16 Carryover – Chiller is functioning properly and Johnson Controls is in the final stages of completing the software upgrades.

**Park Development – Youth Sports Complex** – Phase I, Youth Athletic Complex, for new Regional Park – includes Architectural and Design work only in FY17. Staff is currently trying to decide between three (3) firms to design the project.

**Gainesville Civic Center Roofing** – Project will include re-roofing to include shingles and flat roofs. Budget estimates have been obtained at this time. Request for Proposal is in development stage.

**Linwood Nature Preserve Education Building** – Working again with the Redbud Group in a public-private partnership that includes Phase II renovations of the old pump house into an outdoor education center. The re-design of the building is in final stages.

**Gainesville Civic Center Parking Lot** – Phase I will include repairing the low areas in the parking lot that hold water. Staff has met with the City Streets Department for planning support.

### **Staff Reports**

Deputy Graham asked Division Managers to come forward and give their Division Reports. Divisional Highlights and other operational reports were provided in the Board Digital Packets.

### **BOARD MEMBER COMMENTS**

None

### **OLD BUSINESS**

None

### **NEW BUSINESS**

None

### **GENERAL INFORMATION OF INTEREST**

The Board was provided the following information to review at their leisure via their I-Pads and through the City's web site:

- In the News Articles from July

### **EXECUTIVE SESSION**

None

### **ADJOURNMENT**

There being no further business, a **motion was made by Cooper Embry and seconded by Chris Romberg to adjourn at 6:15pm. MOTION PASSED UNANIMOUSLY.**

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.