

**Minutes  
Regular Meeting of the Parks Commission  
City of Chattahoochee Hills  
January 12, 2016  
7:00 pm**

**Call to Order** – Determination of Quorum

*Chairman Wansley called the meeting to order at 7:00 p.m. Present were John Graham, Maribeth Wansley, and Diana Wilson. Judy Henderson and Dave Hanson were absent. A quorum was represented.*

**Public Comments**

*None*

**Approval of Agenda**

*Wilson made a motion to approve the agenda. Graham seconded. The motion passed unanimously.*

**Approval of Minutes**

1. Approval of December 8, 2015 Regular Meeting Minutes  
*Wilson made a motion to approve the December 18, 2015 Regular Meeting Minutes. Graham seconded. The motion passed unanimously.*

*Dave Hanson arrived at 7:05 p.m.*

**Items for Discussion**

1. Strategic Plan Update – John Graham  
*Graham gave a summary of the Strategic Plan action initiatives and accomplishments. He suggested that the Parks Commission sit down with the new Public Works and Parks Manager when the position is filled before they move forward with the strategic priorities for 2016. He said they should discuss the best way to get costs estimates with the new manager, City Manager, and Finance Director. Commission members will continue thinking about new initiatives but will not go forward on major decision making until the new Public Works and Parks Manager is hired.*
2. Recreational Trails Program Grant Update – Diana Wilson  
*Wilson reported that volunteers have worked 2,163 hours earning a total of \$28,064.30 in matching funds. This, in addition to the \$5,300 donation and the \$3,529 in-kind city staff labor, brings the total match to \$36,919.24. This exceeds the \$25,000 which was required. All of the \$100,000 grant was spent before the December 31, 2015 deadline. Wilson gave a summary of the items which were accomplished with the grant and the \$36,919.24 match. The final inspection with*

*RTP Grants Administrator Jodie Gardner was on January 11, 2016. She was pleased by what she saw, especially the equestrian mounting block, the Interpretive Trail, and the Georgia Trails and Greenways sign. Finance Director Kyle Jones is working on the final reimbursement request. The final quarterly report is due January 15, 2016.*

*Wilson also reported that SOBRA Atlanta hosted their first volunteer trail workday on January 9<sup>th</sup>. Eight volunteers worked, four of which had never been to Cochran Mill Park before.*

3. Application for 2015 RTP Grant – Diana Wilson  
*Wilson reported that the grant application was reviewed by the Mayor and City Council and the former City Manager. No changes were requested. The application was mailed in time to arrive at the Department of Natural Resources by the December 18<sup>th</sup> deadline. During the final inspection for the 2014 RTP Grant, Wilson showed RTP Grants Administrator Jodie Gardner the plans for repairing the closed bridge if the city receives the 2015 RTP Grant.*
  
4. Parking Fee Update – Maribeth Wansley  
*Wansley reported that there have been 119 resident and 57 non-resident decals distributed to date. Since the last meeting, the parking pass revenue was \$2,864.65 and there were no expenditures. Total revenue for the current fiscal year is \$16,429.20 and total expenditures are \$1,406.96. The available funds are \$15,022.24.*
  
5. “Cochran Mill Park in the Palm of Your Hand” – Charlie Pickett and Kane Cochran, Full Glass Labs, Inc.  
*Mr. Pickett and Mr. Cochran gave a presentation on an iOS app that they have developed for Cochran Mill Park. Mr. Pickett is on the board of the Chattahoochee Hill Country Conservancy and became involved through that group. There are three phases to the app. Phase I includes a new logo for Cochran Mill Park, development and hosting of a new website, and development of an interactive trail map which uses QR Codes. Full Glass Labs, Inc. will donate all of Phase I including website hosting. Phase II includes a GPS based app which would offer the user the ability to use a GPS offline map, tracking, and interpretive trail information. Phase II typically would cost around \$35,000 but Full Glass Labs, Inc. will provide it for \$1,500. Phase III consists of future opportunities that could include online purchase of parking passes, Apple Watch integration, and emergency response uses. After the presentation, Mr. Pickett and Mr. Cochran answered questions from Commission members and city staff.*

*These minutes are provided as a convenience and service to the public, media, and staff. It is not the intent to transcribe proceedings verbatim. Any reproduction of this summary must include this notice. Public comments are noted and heard by Council, but not quoted. This is an official record of the City of Chattahoochee Hills Parks Commission Meeting proceedings.*

**Items for Consideration**

1. "Cochran Mill Park in the Palm of Your Hand" – Diana Wilson  
*Wilson made a motion to request staff to research the best way to implement Phases I and II of the "Cochran Mill Park in the Palm of Your Hand" program and to determine whether there is funding to pay the costs. Graham seconded. The motion passed unanimously.*

**Commission Member Comments / Suggestions**

*Graham said that it would be beneficial in the search for the Public Works and Parks Manager that the Parks Commission have some sort of advisory role during the hiring process.*

**Staff Reports**

*Chief Brett presented a diagram of the infrastructure that will be installed for the payment kiosk and for future potential uses at Cochran Mill Park. He said that the goal is to go live with the payment kiosk by March 1<sup>st</sup>. Alan Merrill will report next month on the progress of the Rico Park concession stand.*

**Adjournment**

*Graham made a motion to adjourn the meeting at 8:24 p.m. Hanson seconded. The motion passed unanimously.*

**Approved this 8<sup>th</sup> day of March, 2016.**

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**Maribeth Wansley, Chairman**

**Attest:**

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**Dana Wicher, City Clerk  
(Seal)**