

**Minutes  
Regular Meeting of the Parks Commission  
City of Chattahoochee Hills  
March 8, 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, Diana Wilson, and Dave Hanson. Judy Henderson was absent. A quorum was represented.*

**Public Comments**

*None*

**Approval of Agenda**

*Wansley requested that the agenda be amended to add the following items under Items for Consideration:*

- 1. Authorize Wansley to recommend to staff the purchase of additional Parking Fee envelopes as needed*
- 2. Approval of website and app*

*Graham made a motion to approve the agenda as amended. Hanson seconded. The motion passed unanimously.*

**Approval of Minutes**

- 1. Approval of January 12, 2016 Regular Meeting Minutes  
Wilson made a motion to approve the January 12, 2016 Regular Meeting Minutes. Graham seconded. The motion passed unanimously.*

**Presentation**

- 1. Update on “Judy’s Home Plate” – Alan Merrill and Bess Heiberger  
Alan Merrill said that the concession stand will be ready for opening day of ball season, which is April 2<sup>nd</sup>. On opening day, there will be a brief ceremony at 9:00 a.m. Roof installation and painting will begin soon. The well and septic have been installed and have received approval from Fulton County. Maria Hanson is working on a design for the sign. Bess Heiberger gave an overview of the next steps. Community Brickworks will donate the building to the city. The city will need to define the management needs and determine who will handle. Community Brickworks will submit a letter of donation and an agreement concerning the ball league.*
- 2. Recommendations for Cochran Mill Park – Pete Edmondson  
Wilson introduced Pete Edmondson and gave a summary of all the things he has done for the park. She said that Pete is a true leader and thanked him for his hard work. Pete Edmondson said he recommends that winter time use be closely*

*watched. The rain and freezing/thaw cycle during the winter months can be hard on the trails. The muddy trails signs seem to be effective. He recommended cleaning ditches and grading the Upper Wooten Road section of the trails. SORBA Atlanta has requested that they be able to put up a small sign at the kiosk which describes who they are and advertises the monthly trail workdays. They will come back with a design idea for the sign. Brett Davidson of SORBA Atlanta is taking bike patrol classes next weekend and will work on getting volunteers together for the bike patrol.*

### **Items for Discussion**

1. Trail Run Request – Maribeth Wansley and City Clerk Dana Wicher  
*Peak Racing Team has contacted the city about holding a trail race at Cochran Mill Park on a Saturday during October, November, or December 2016. They expect under 200 participants and would like to use Zack’s Glade for parking and the start/finish line. The special event permit would be approved by staff, but they wanted input from the Parks Commission. Wansley said that her husband, Ted, has done similar trail races and held a 5K trail race at Cochran Mill Park for 14 years. Ted Wansley is in favor of the race but was concerned about parking. He advised against allowing them to use the field for parking and suggested they contact Friendship Baptist Church about parking in their lot. He is also willing to work with race organizers.*
2. Recreational Trails Program Grant Update – Diana Wilson  
*Wilson said that the grant was finished in December but volunteers continue to work on the trails. They are working on a major reroute of the Big Loop Trail that works with the contour lines. The old section of this trail was one mile and the new trail will increase it to three miles. There were 14 volunteers at the February 20<sup>th</sup> SORBA work day. The next SORBA workday is scheduled for March 12<sup>th</sup>. Wilson would like to submit a nomination form for the opportunity to win a national award. She asked the Commission members to think about which category they should try for and asked if anyone knew any of members of Congress who might provide a letter of support.*
3. Consideration of Beaver House – Dave Hanson  
*Hanson reported that Fulton County has agreed to sell the Beaver House property to the city for \$100 per acre. The house is a historical home that is listed on the National Historical Register. Preliminary discussions are taking place about inviting the Old Campbell County Historical Society to utilize the property.*
4. Schedule of Meetings – City Clerk Dana Wicher

*Dana Wicher presented a proposed schedule of meetings for April 2016 through March 2017. There were no requested date changes, so the schedule will go to the City Council for approval.*

**5. Parking Fee Update – Maribeth Wansley**

*Wansley reported that there have been 214 resident and 123 non-resident decals distributed to date. Since the last meeting in January, the parking pass revenue was \$6,188.31 and there expenditures were \$120.00. Total revenue for the current fiscal year is \$22,617.51 and total expenditures are \$1,586.96. The available funds are \$21,030.55. Since the start of the parking fee program, total revenue has been \$70,700.00*

**Items for Consideration**

**1. Purchase of envelopes for Parking Fee program – Maribeth Wansley**

*Wansley said the pay and display system is not installed yet, so there is a need to purchase additional envelopes. She is requesting approval to recommend to staff that an additional 1,000 envelopes be purchased. Graham made a motion to approve the item. Hanson seconded. The motion passed unanimously.*

**2. Authorize Wansley to recommend to staff the purchase of additional Parking Fee envelopes as needed**

*Wansley said that there may be a need to purchase additional envelopes for use at Hutcheson Ferry Park. This would allow her to ask staff to purchase the envelopes without having to get Commission members' approval each time. Graham made a motion to approve the item. Wilson seconded. The motion passed unanimously.*

**3. Approval of Website and App – Greg Brett**

*Chief Brett gave an update of the Pay and Display kiosk installation. He said that it should be in place by April 1<sup>st</sup>. He also said that he is recommending acceptance of the website and app from Full Glass Labs, Inc. contingent on a Memorandum of Understanding (MOU) between the city and Full Glass Labs, Inc., that the website content be managed by the Director of Public Works/Parks, and that a process be established for updating content of the website. Wilson made a motion to recommend staff fund the \$1,500.00 cost for the project pending the MOU. Hanson seconded. The motion passed unanimously.*

**Commission Member Comments / Suggestions**

*Graham said the Facebook page for Cochran Mill Park shows the park location as Fairburn. He asked if there was a way to get that changed. Mayor Reed was in the audience and answered that it takes constant letters to Google.*

*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.*

*Wansley reported that Laurie Searle wants to write an article on the parking fee program success. Wansley would like to address the inaccurate information that is out in the public regarding the uncollected parking tickets.*

**Staff Reports**

*Chief Brett gave an update on several items. He said that the gravel roadway assessment may lead to an opportunity to do the grading on Upper Wooten Road. Since the Rico Park Concession Stand is in a city park, the city will be responsible for the maintenance. The city has recently been contacted regarding horseback riding at Hutcheson Ferry Park and he is not aware of anything that would prohibit the use. Cochran Mill Park projects include the removal and replacement of the rotting railroad ties and the continued removal of select trees.*

*Mayor Reed said that an agreement with Fulton County is in the works that will allow the county to continue to maintain the Cedar Grove Community Building.*

**Adjournment**

*Graham made a motion to adjourn the meeting at 8:15 p.m. Hanson seconded. The motion passed unanimously.*

**Approved this 19<sup>th</sup> day of April, 2016.**

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**Maribeth Wansley, Chairman**

**Attest:**

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