

Minutes
Regular Meeting of the Parks Commission
City of Chattahoochee Hills
May 10, 2016
6:00 pm

Call to Order – Determination of Quorum

Chairman Wansley called the meeting to order at 6:00 p.m. Present were Maribeth Wansley, Diana Wilson, Roland Alston, and John Graham. Kay Long was absent. A quorum was represented.

Public Comments

None

Approval of Agenda

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

Long arrived at 6:03 p.m.

Approval of Minutes

1. Approval of April 19, 2016 Regular Meeting Minutes
Alston made a motion to approve the April 19, 2016 Regular Meeting Minutes. Wilson seconded. The motion passed unanimously.

Presentation

1. Master Plan visions for Cochran Mill and Hutcheson Ferry Parks – John Graham
Graham presented drawings of concept plans for Cochran Mill Park and Hutcheson Ferry Park. The plans were developed by a University of Georgia undergrad class of landscape architects. The plans include a ranger station for Cochran Mill Park; an amphitheater, restrooms, event space, and nature trails at Hutcheson Ferry Park; and new signage at both parks. Graham will present the plans to the City Council at their June 7, 2016 meeting.

Items for Discussion

1. 2015 Recreational Trails Program Update – Diana Wilson
Wilson reported that the environmental review documents were submitted to the Department of Natural Resources by the May 6, 2016 deadline. Pete Edmondson created topography maps that were submitted with the documents, and Bob Shelor helped with the project plans for the bridge. Environmental review will take six months.

2. Cochran Mill Park app – Diana Wilson
Wilson reported that the City Council approved the MOU with Full Glass Labs, Inc. at their May Council meeting. Full Glass Labs, Inc. is currently working on beta testing. The app should be available for purchase by the end of May.
3. Parking Fee Update – Maribeth Wansley
Wansley reported there have been 263 resident and 203 non-resident decals distributed to date. Total revenue was \$3,390.93 and expenditures were \$13,913.22 since the last meeting. Expenditure include \$13,840 for the Pay and Display system. Total revenue for the fiscal year to date is \$32,030.16 and expenditures are \$16,702.38. The available funds are \$15,327.78.
4. Security camera system update – Chief Brett
Chief Brett said quotes from camera surveillance vendors are being received. Added to the criteria requested of each contractor is the ability remotely access the cameras. He said it was too premature to give an estimate, but he thought the cost would be in the \$6,000-12,000 range. Graham made a motion to recommend to staff that they spend no more than \$15,000 on the security system. Wilson seconded. The motion passed unanimously.

Items for Consideration

1. Postage for 150 letters regarding delinquent parking citations – Maribeth Wansley
Wansley reported the postage for mailing out the letters for delinquent parking tickets was approximately \$70.00. She requested that the Parks Commission recommend to staff that the postage be paid for out of parking fee revenue. Graham made a motion to approve the item. Alston seconded. The motion passed unanimously.

Commission Member Comments / Suggestions

Wilson asked how much more parking revenue was expected to come in through the end of the fiscal year. Wansley estimated approximately \$5,000.

Wilson said she would send the list of requested items to purchase that had been submitted to Chief Brett to everyone and see if items to purchase before the end of the fiscal year could be identified

Alston said that the storage container needs to be vented properly. Chief Brett said that work to improve ventilation had been done previously on the container but he would look at it again.

Wansley said that she would contact Judy Henderson and ask if she had any needs for concession stand.

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.

Staff Reports

Chief Brett reported that Bouckaert properties provided grading of approximately .4 mile of Upper Wooten Road to facilitate travel for other property owners using roadway. The T2 payment kiosk has been received and the installation, testing and training will begin soon. There is a need to purchase a laptop, which has already been budgeted. Greystone Power is scheduled to install a security light at Rico Park on the power pole nearest the gate. He also suggested that the city may wish to look into a solar powered cellular signal boost system in Cochran Mill Park.

Adjournment

Graham made a motion to adjourn the meeting at 7:28 p.m. Long seconded. The motion passed unanimously.

Approved this 14th day of June, 2016.

Maribeth Wansley, Chairman

Attest:

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