

**Minutes  
Regular Meeting of the Parks Commission  
City of Chattahoochee Hills  
March 20, 2018  
6:00 p.m.**

**Call to Order** – Determination of Quorum

*Diana Wilson called the meeting to order at 6:07 p.m. Present were Diana Wilson, Laurie Searle, Roland Alston, and Tom Blum. Kay Long was absent. A quorum was represented. Also present was City Manager Robbie Rokovitz.*

**Pledge of Allegiance**

*Wilson led the assembly in the Pledge of Allegiance.*

**Public Comments**

*None*

**Approval of Agenda**

*Blum made a motion to approve the agenda. Alston seconded. The motion passed unanimously.*

**Approval of Minutes**

1. Approval of February 13, 2018 Regular Meeting Minutes  
*Searle made a motion to approve the February 13, 2018 Regular Meeting Minutes. Blum seconded. The motion passed unanimously.*

**Items for Discussion**

1. Tree Board – Hugh Tyer  
*Tree Board Chairman Hugh Tyer spoke about the wide variety of native species of trees at Campbellton Park. He proposed that the Tree Board do a survey of about twenty trees in the area that is cleared and maintained around the Beaver House. The survey would include a plat of the trees, an evaluation of the individual tree health, and recommendations for maintenance. Parks Commission members agreed that the Tree Board should do the tree survey. Mr Tyer also reported on the Tree Board's Arbor Day planting of the beautiful "Teddy Bear" magnolia tree in the front yard of the Beaver's House in our new City Park. The Tree Board plans to plant a matching tree next year. The Parks Commission expressed their gratitude to Mr. Tyer for the planting.*
2. 2015 RTP Grant Update – Diana Wilson  
*Wilson reported there have been eleven volunteer work days since receiving the grant on January 9, 2018. The maintenance of Upper Wooten Road is still being negotiated with the landowners. The Request for Proposals (RFP) for the bridge*

*should be ready by the end of the month. The contract is expected to be awarded at the June 5<sup>th</sup> City Council meeting.*

3. Cochran Mill Park, Enhancing the Visitor's Experience – Laurie Searle  
*Searle said that she recently spent some time at Cochran Mill Park to view it from the perspective of a visitor. She said there were four things that could help enhance the the visitor's experience:*
  1. *Improve trail map by making it double sided (with the east side on one side and the west side on the other), simplifying the map, and adding visitor notes*
  2. *Start a park ambassador volunteer program*
  3. *Address public safety issues*
  4. *Conduct a system-wide inventory of flora and fauna*

*Alston said he would work on the map improvements and will contact Pete Edmondson and ask if he will share his trail map files.*

*Searle said she will present ideas for a park ambassador program at the next meeting.*

4. Sweep the Hooch – Diana Wilson  
*Wilson reported that nine people have registered for the "Sweep the Hooch" event at Campbellton Park on April 7<sup>th</sup> and encouraged everyone to sign up. Chattahoochee Riverkeepers will provide the registration list, talking points, waivers, first aid supplies, gloves, garbage bags, water cooler, and signage. The city is providing a roll-off dumpster and skid steer. Searle requested that a port-a-potty be provided also. Wilson will bring food for the volunteers.*
5. Georgia Water Coalition – Diana Wilson  
*Wilson said the Georgia Water Coalition is an alliance of more than 200 organizations committed to ensuring that water is managed fairly for all Georgians and future generations. The Parks Commission or city may consider becoming a member.*
6. Revisions to Parks Commission Bylaws – Dana Wicher  
*City Clerk Dana Wicher presented the item. Staff recommends revisions to language referencing city code, meeting date and time, and the number of members that make a quorum so that it aligns with city code regarding Boards and Commissions. The bylaws require the revisions be presented at a commission meeting and voted on the following meeting. No action was taken.*

**Items for Consideration** (None)

**Commission Member Comments / Suggestions**

*Searle recommended that the city do something for Earth Day. After discussion between members, it was decided that there is not enough time to plan anything for this year. She also requested that the city require signage announcing when*

*production permits have been issued for filming in the parks. This would allow for park users to plan accordingly. She also suggested a Parks Commission "handbook" be developed for use as a reference for incoming commission members. The Parks Commission should also consider doing an annual report, which could be included in the handbook.*

**Staff Reports**

1. Parking Fee Update – City Clerk Dana Wicher  
*Wicher reported there have been 205 resident and 223 non-resident decals distributed to date. The Daily Parking (Cash) revenue on the February statement was incorrectly reported last month. The city was unaware of a problem with the kiosk and it has not been accepting cash. The issue is being addressed. Total revenue to date for Fiscal Year 2018 is \$43,569 and expenditures are \$16,838.97. Total available funds are \$26,730.03.*
  
2. Darold Wendlandt  
*Wendlandt was not present at the meeting. City Manager Robbie Rokovitz reported that the alarm on the Beaver House has been installed and is being monitored.*

**Adjournment**

*Blum made a motion to adjourn the meeting at 7:52 p.m. Alston seconded. The motion passed unanimously.*

**Approved this 17<sup>th</sup> day of April, 2018.**

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**Diana Wilson, Chair**

**Attest:**

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