

**Minutes
Regular Meeting of the Parks Commission
City of Chattahoochee Hills
April 17, 2018
6:00 p.m.**

Call to Order – Determination of Quorum

Diana Wilson called the meeting to order at 6:05 p.m. Present were Diana Wilson, Kay Long, Roland Alston, and Tom Blum. Laurie Searle was absent. A quorum was represented.

Pledge of Allegiance

Wilson led the assembly in the Pledge of Allegiance.

Election of Officers

Blum nominated Wilson as Chair. Long seconded. There were no other nominations. The vote to elect Wilson as Chair was unanimous.

Blum nominated Alston as Vice Chair. Long seconded. There were no other nominations. The vote to elect Alston as Vice Chair was unanimous.

Public Comments

None

Approval of Agenda

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

Approval of Minutes

1. Approval of March 20, 2018 Regular Meeting Minutes
Long made a motion to approve the March 20, 2018 Regular Meeting Minutes. Blum seconded. The motion passed unanimously.

Items for Discussion

1. 2018 RTP Grant Update – Diana Wilson
Wilson reported that she had been notified that the city did not receive the 2018 RTP Grant. The applications were ranked using a scoring system. Seven grants were chosen for the category that the city had applied for and the city's application was ranked eighth. The next RTP Grant application opportunity will be in two years.
2. Campbellton Park Master Plan – Anne Marie Hoffman
Ms. Hoffman presented the current draft of the Campbellton Park Master Plan. She said more discussion is needed on the Beavers House uses and campsites.

After discussion, the Commission members determined the following to be top priorities for Campbellton Park:

- 1. Stabilize the Beavers House and convert the garage into living space. Mayor Reed is working on finding volunteers in the community who can inspect the structures, determine what work needs to be done, and provide cost estimates.*
- 2. Security concerns. Staff will get cost estimates for additional security lighting and fencing to restrict access during non-park hours.*
- 3. River access/improvements. Look into cost effective ways to improve the area along the river. Examples include removing privet along bank, picnic tables.*

Campsites can be part of the long-term vision, but it is too soon to seriously consider.

Ms. Hoffman said she will incorporate the discussion into the draft document. After the revisions are made, it will be emailed to Parks Commission members for comments.

- 3. Roadside Cleanup – Tom Blum
Parks Commission members agreed to take on organizing biannual roadside cleanup events. Blum and Alston will coordinate. The first cleanup was scheduled for June 2nd at 9:00 a.m. Blum and Alston will determine which roads will be addressed.*
- 4. 2015 RTP Grant Update – Diana Wilson
Wilson reported that the design and engineering for the bridge is complete and the Request for Proposal (RFP) has been sent out. There was a pre-bid conference meeting held today at Cochran Mill Park. A representative from Big R Bridge attended the meeting. No other vendors attended. Since receiving the grant, volunteers have worked 17 days and have earned over \$2,000 to go toward the matching funds.*

Items for Consideration

- 1. 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. Alston made a motion to approve the revisions. Blum seconded. The motion passed unanimously.*

Commission Member Comments / Suggestions

Alston said he will be meeting Justin Mayfield from the Georgia Forestry Commission at Cochran Mill Park on April 25th at 2:00 p.m. to do a walk through on the orange trail. They will be working on identifying the major trees.

Long said she had concerns about Parks Commission members doing everything they should be doing from a legal standpoint. City Manager Robbie Rokovitz and Mayor Reed confirmed that commission members are covered by the city's insurance policy when they are acting in an official capacity.

Staff Reports

1. Parking Fee Update – City Clerk Dana Wicher
Wicher reported there have been 254 resident and 267 non-resident decals distributed to date. Total revenue to date for Fiscal Year 2018 is \$48,179. City Manager Robbie Rokovitz presented the Statement of Revenues and Expenditures. There is approximately \$16,000 available in the Fiscal Year 2018 budget for grounds repair and maintenance. He explained those funds could be used for items such as the security lights and fencing at Campbellton Park.
2. Roadside post and cable at Cochran Mill Park – Darold Wendlandt
Wendlandt was not present at the meeting. Commission members discussed preferences on repairing or removing the posts and cables. Staff should determine the most cost-effective solution.

Adjournment

Blum made a motion to adjourn the meeting at 7:41 p.m. Long seconded. The motion passed unanimously.

Approved this 8th day of May, 2018.

Diana Wilson, Chair

Attest:

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