

Minutes
Regular Meeting of the Parks Commission
City of Chattahoochee Hills
June 12, 2018
6:00 p.m.

Call to Order – Determination of Quorum

Diana Wilson called the meeting to order at 6:18 p.m. Present were Diana Wilson, Laurie Searle, and Tom Blum. Kay Long and Roland Alston were absent. A quorum was represented. Also present was Public Works/Parks Director Darold Wendlandt.

Pledge of Allegiance

Wilson led the assembly in the Pledge of Allegiance.

Public Comments

Brett Davidson, MTB Atlanta/SORBA Atlanta, 2870 Fabian Street, Atlanta, GA – gave an update of current and upcoming projects MTB Atlanta (SORBA) is working on in the area. He thanked the Parks Commission for the opportunity to work at Cochran Mill Park and said that Cochran Mill Park is the best example of shared use trails.

Pete Edmondson, 135 Kingsbrook Circle, Palmetto, GA – gave an update on the volunteer trail work in Cochran Mill Park. On the green trail, the heavy lifting and machine work is complete, and it will take about three volunteer work days to do the finishing work. Emergency work was done on the yellow and red trails. Storms had taken down trees on both trails. All clean up work was completed by the end of the Saturday following the storm. He thanked the city for allowing the volunteers to put up a tent at the last work day. They were able to talk to various park users and signed up 29 new people to receive volunteer work day notifications.

Approval of Agenda

Searle made a motion to approve the agenda with the following amendment: change agenda item topic for Items for Consideration No. 4 from “Proposal – RTP Grant Internal Review” to “Proposal – Internal Grant Process for Parks Commission”. Blum seconded. The motion passed unanimously.

Approval of Minutes

1. Approval of May 8, 2018 Regular Meeting Minutes
Blum made a motion to approve the May 8, 2018 Regular Meeting Minutes. Searle seconded. The motion passed unanimously.

Items for Discussion

1. **Campbellton Park Master Plan – Anne Marie Hoffman**
Ms. Hoffman said items to discuss were funding sources, whether or not the city should proceed with the non-motorized boat launch (topic initiated by Blum), and the Beavers House. After discussion, Commission members agreed that building a non-motorized boat launch and shoring up the Beavers House and garage apartment

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should both included in the Master Plan as one-to-two-year priorities. Wendlandt will check into the process of obtaining Army Corps of Engineers and/or EPD permits for the boat launch. It is too early to determine programming for the Beavers House, so the priority should be to make it a usable structure. Commission members were ok with the revenue table in the draft of the Master Plan. Ms. Hoffman said the next steps are to produce an updated draft document and concept plans.

2. 2015 RTP Grant Update – Diana Wilson

Wilson reported that City Council voted unanimously to award the contract for the fabricated bridge to Pioneer bridges and the contract for installation to Georgia Development Partners. Volunteers have repaired a section of yellow trail and have worked on the rerouting of the green trail that was needed because of storm damage and the closing of Cochran Mill Nature Center. To date, volunteers have earned over \$16,000 towards the match. A new horse trail has been flagged that will allow horses to have a separate creek crossing away from the crossing at the Boy Scout bridge.

3. Cochran Mill Park Master Trail Plan – Laurie Searle

Searle said there is a danger in overbuilding trails or overserving one group of users at Cochran Mill Park. She suggested the Parks Commission work with SORBA to create a high-level plan to include:

- 1. Park Commission's suggested goals for the East Side and West Side of the Park.*
- 2. Short term and long-term vision.*
- 3. Copies of each version of published trail map.*
- 4. Trail project plans.*

Searle also said the Parks Commission needs to be more intentional and clear when presenting plans to the City Council. Wilson said she likes the idea of the Parks Commission, volunteers, and staff working together to develop a plan. Commission members agreed that a Master Trail Plan is a good idea.

4. Cochran Mill Park East Side Trail Usage – Laurie Searle

Searle said the East side of Cochran Mill Park seems more appropriate for day use hikers and asked Commission members if it should be designated as such. Wilson said she has always been an advocate for multiuse trails. She also said the East side consists of one-third of Cochran Mill Park and would be a lot of maintenance for one user group to handle. Commission members will discuss further at the next meeting when more members are present.

Items for Consideration

1. Security lights at Campbellton Park – Robbie Rokovitz

Rokovitz said the proposal is to install four light poles and flood lights at Campbellton Park to provide lighting for safety and security purposes. The initial cost is \$8,526.68 and the ongoing monthly expenditure will be \$67.00. Searle made a motion to recommend the purchase and installation of the lights. Blum seconded. The motion passed unanimously.

2. Fence installation at Campbellton Park – Robbie Rokovitz

Rokovitz said the proposal is to install 459 feet of four board wood fence and a 16-foot gate for \$3,966.00. The fencing allow access to the river to be closed at night. Blum made a motion to recommend the installation of the fence and gate. Searle seconded. The motion passed unanimously.

3. Proposal – Trail Projects Review Process – Laurie Searle

Searle said lack of internal process to guide the Parks Commission has resulted in the in issues including proposed trail projects for Cochran Mill Park being added to Parks Commission agenda as a discussion instead of an item for consideration, Parks Commission members not understanding that they were approving new trails or making a recommendation to the City Council, some City Council members not understanding they were approving “new trails”, and Parks Commission not being able to physically see the proposed trail (on the ground) before work begins. She recommended the following Trail Projects Review process:

- 1. All proposed trail projects shall be first submitted to the Parks Commission as an item for discussion. Public shall be invited to give input.*
- 2. New trails and trail extensions shall be flagged in the park so that Parks Commission may review.*
- 3. After the Parks Commission review, the proposed trail project shall be submitted as an item for consideration at the next Parks Commission meeting, including a vote or no vote to recommend to the City Council.*
 - a. Trail plans that add to the scope of an approved grant must specify a scope change.*
 - b. Trail plans that are beyond the scope of a park’s master plan must clearly specify so.*
- 4. The Parks Commission chair shall present the trail plan to the City Council, give the Park Commission’s recommendation for approval, and request written approval to begin work.*
- 5. Once written approval is obtained from the City Council, SORBA may begin work.*
- 6. If SORBA requests any changes to the plan once it has approval, it must be submitted to the Parks Commission again.*

Wilson said she was concerned that a lengthy and cumbersome process may cause the city to lose volunteers. She did agree that everyone needed to work together to develop guidelines. Searle said any new trails need City Council approval per the SORBA MOU. The agenda item died for a lack of a motion.

4. Proposal – Internal Grant Process for Parks Commission – Laurie Searle

Searle said the lack of internal process has resulting in problems including public complaints that their suggestions are not considered, Parks Commission members not being consulted prior to work on a new RTP grant, recommendations being made to the City Council without consensus from the Parks Commission, and difficulty in tracking changes made to the RTP grants over time. She recommended the following internal Grant Review process:

- 1. All park-related grant opportunities shall be submitted to the Parks Commission for review before the application process begins.*

2. *Concept plan shall be presented to the Parks Commission for initial review, and then to the public for their input.*
3. *Application shall be submitted to the Parks Commission for their recommendation to City Council.*
4. *Once City Council approves the grant and it has been submitted and awarded:*
 - a. *A revision sheet shall be created to internally track all changes made to the project's scope.*
 - b. *A public comment sheet shall be created to internally record comments made specific to the grant.*
 - c. *New trails outside the scope of the submitted grant should go through the Parks Commission again for review/recommendation process.*

Wilson expressed concerns about the proposed process including the short timelines in which to write the grants, especially with the amount of work it takes to write a grant. She is concerned it will limit grant writers.

The agenda item died for a lack of a motion.

Commission Member Comments / Suggestions

There were no Parks Commission member comments/suggestions.

Staff Reports

1. *Parking Fee Update – City Clerk Dana Wicher*

Wicher reported there have been 287 resident and 316 non-resident decals distributed to date. Total revenue to date for Fiscal Year 2018 is \$59,898. Rokovitz distributed the Parks Department expenditures to-date and answered questions.

Searle asked if there were any more suggestions on how to find out who uses the park. Suggestions discussed were traffic counters, trail counters and surveys.

2. *Darold Wendlandt*

Wendlandt reported that ball season was successful. The ball field was in great shape this year, and staff will continue to make improvements. Necessary repairs on the Boy Scout bridge were done and staff will replace the remaining of the boards. Staff will remove the railroad ties and cable along Cochran Mill Road over the winter, which is when they have more time for those types of projects.

Adjournment

Blum made a motion to adjourn the meeting at 8:53 p.m. Searle seconded. The motion passed unanimously.

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.

Approved this 10th day of July, 2018.

Diana Wilson, Chair

Attest:

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

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