



RECREATION BOARD MEETING NOVEMBER 11, 2025

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
5:30 PM

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE TO THE FLAG**
4. **APPROVAL OF MEETING MINUTES**
 - a. **Approval of Recreation Board Minutes from August 12, 2025**
Approve, as written, the Recreation Board Meeting minutes from August 12, 2025, at 5:30 p.m.
 - b. **Approval of Recreation Board Work Session Minutes from October 29, 2025**
Approve, as written, the Recreation Board Work Session meeting minutes from October 29, 2025, at 5:30 p.m.
5. **NEW BUSINESS**
 - a. **Youth Athletic Association Banner Policy Renewal**
Consideration of approval of the Youth Athletic Association Banner Policy for FY2026-2028
 - b. **Closure during Severe Weather Policy Revision**
6. **STAFF PRESENTATIONS**
 - a. **DIVISIONS**
 - i. **Community Agriculture and Sustainability Division Monthly Report — November 2025**
Report on the latest updates, projects, events, and/or initiatives of the Community Agriculture and Sustainability Division of the Recreation, Parks & Cultural Services Department.
 - ii. **Cultural Services Division Monthly Report — November 2025**
Report on the latest updates, projects, events, and/or initiatives of the Cultural Services Division of the Recreation, Parks & Cultural Services Department.
 - iii. **Recreation Services Division Monthly Report — November 2025**
Report on the latest updates, projects, events, and/or initiatives of the Recreation Services Division of the Recreation, Parks & Cultural Services Department.
 - iv. **Park Services (Excluding Wills Park) Division Monthly Report — November 2025**
Report on the latest updates, projects, events, and/or initiatives of the Park Services (Excluding Wills Park) Division of the Recreation, Parks & Cultural Services Department.
 - v. **Park Services (Wills Park & Equestrian Center) Division Monthly Report — November 2025**
Report on the latest updates, projects, events, and/or initiatives of the Park Services (Wills Park & Equestrian Center) Division of the Recreation, Parks & Cultural Services Department.
 - b. **DIRECTOR - November 2025**
Report on the latest updates, projects, events, and/or initiatives of the Director of the Recreation, Parks & Cultural Services Department.
7. **RECREATION COMMISSIONER REPORTS**
8. **PUBLIC COMMENT**

9. ADJOURNMENT



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Sarah Bausano

Meeting Date: November 11, 2025

AGENDA ITEM:

Approval of Recreation Board Minutes from August 12, 2025

Approve, as written, the Recreation Board Meeting minutes from August 12, 2025, at 5:30 p.m.

STAFF RECOMMENDATION:

Approve, as written, the Recreation Board meeting minutes from August 12, 2025, at 5:30 p.m.

ITEM DESCRIPTION:

Administrative Office Coordinator Sarah Bausano, prepared a synopsis of the pertinent information that occurred during the Recreation Board meeting on August 12, 2025, at 5:30 p.m.

Attendance — August 12, 2025, Recreation Board Meeting:

Recreation Board Members — Present

- Jit Saha (Iterim Chair)
- Karla Piedrahita
- Derek Kaighin
- Cheryl Rand
- Cameron Kline
- John Norton

Recreation Board Members - Absent

- Brad Bowers
- Shuntel Beach

ATTACHMENTS:

1. 8.12.25 - Rec Board Minutes (unOfficial)



RECREATION COMMISSION MEETING
SPECIAL CALLED
UNOFFICIAL MINUTES
AUGUST 12, 2025
ALPHARETTA CITY HALL
COMMUNITY ROOM | 2 PARK PLAZA | 5:30 PM

This summary is provided as a convenience and service to the public, media, and staff. It is not the intent to record proceedings verbatim. Any reproduction of this summary must include this notice. This is not an official record of the Alpharetta Recreation Commission Meeting proceedings. Meetings are recorded and available for review at <https://www.youtube.com/user/alpharettagov>.

I. CALL TO ORDER

- ❖ Interim Chairman Saha called the meeting to order at 5:34 p.m.

II. ROLL CALL

• Recreation Commissioners Present

- Jit Saha (Interim Chair)
- Karla Piedrahita
- Cameron Kline
- John Norton
- Cheryl Rand
- Derek Kaighin

• Recreation Commissioners Absent

- Shuntel Beach
- Brad Bowers

• Staff

- Morgan Rodgers, Director, Recreation, Parks & Cultural Services
- Kim Zane Cultural Services Manager, Recreation, Parks & Cultural Services
- Sarah Bausano, Administrative Office Coordinator, Recreation, Parks & Cultural Services

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MEETING MINUTES

a. Recreation Commission Minutes from March 11, 2025

- Chairman Mitchell called for a motion.
 - Commissioner Norton offered a motion to approve the minutes, as presented, from March 11, 2025, Recreation Commission meeting.
 - Commissioner Piedrahita seconded the motion.
- The motion was approved (5-0).

b. Recreation Commission Work Session Minutes from March 26, 2025

- Chairman Mitchell called for a motion.
 - Commissioner Kline offered a motion to approve the minutes, as presented, from March 26, 2025, Recreation Commission Work Session.
 - Commissioner Norton seconded the motion.
- The motion was approved (5-0).

V. NEW BUSINESS

a. Recreation Commission Code of Ordinance

- Chris Lagerbloom presented this item to the Recreation Commission. Mr. Lagerbloom stated that City Council offered feedback at the First Reading of the Code of Ordinance. The changes have been made. Section 32-31 has been updated. The terms for the Commissioners will change. The terms will run with the Council Member that appointed the Commissioner. The second reading is scheduled for April 28th, 2025.

RECREATION COMMISSION Q & A:

Q With these changes, this would mean I do not expire for two and half years? (Mitchell)

A Yes, we will have that situation with a few Councilman. We are not sure what will happen with Brian Will. (Lagerbloom)

C We will just need to deal with this one on one? (Mitchell)

C If you are willing to serve, I think we can get this figured out. (Lagerbloom)

Q Why is Councilman Mitchell not running? (Saha)

A He has termed out. (Lagerbloom)

Q What is the history of the five-year term? (Saha)

A It was due to a State Statute. (Lagerbloom)

Q What is the difference between Board and Commission? (Saha)

A It can be used interchangeably. (Lagerbloom)

C Grammar issue on the second page, include should be includes. (Saha)

Q Exhibit A, 32-29, 32-33A looks like it is mirror that, should it mirror? (Kline)

A I do not think there is anything wrong with it.

Q 32-33B, does that mean that we cannot analyze and investigate unless they are referred. (Kline)

A City Council can just do what they want. I will have Molly update. (Lagerbloom)

C D states that we can. (Kline)

Q Why do we have B? (Saha)

A I will have Molly take a look and adjust accordingly. (Lagerbloom)

VI. RECREATION COMMISSIONER REPORTS

- Vice Chair Saha asked if there could be a screen added between the pickleball courts and tennis courts. Morgan said sure and Chris said that CDBG money would be a great way to fund something like that.
- Commissioner Norton asked about if there has been a meeting with the Alpharetta High School football coach. Morgan said yes. Chris, Kurt, Christine, and the Mayor met with him and the Junior Raiders coach. The football coach is wanting to lean into the program. The football coach is also wanting to come to one of the Recreation Commission Work Sessions.
- Commissioner Piedrahita about the Wacky World Community build and what is going on with it. Morgan stated that the RFP is out and due back May 22nd, Mayor and Council will have all the park projects and the monetary value on all the projects. Commissioner Piedrahita asked if we were thinking October? Morgan stated that that is what we are hoping.
- Commissioner Piedrahita asked about Union Hill Park and hockey, any update? Mr. Lagerbloom state that the City was not able to meet the timeline for the hockey people. It was the most accelerated project that we have had to try to get through. Mr. Lagerbloom also stated that there is a push for North Point Mall to get a sheet of ice. There were many concerns with City Council and Union Hill Park, they did everything they could do to make it a convertible space and there were a few obstacles. Chairman Mitchell asked how long it would take to put ice at the mall? Mr. Lagerbloom stated it would take years, there is a lot to do at the mall.

VII. PUBLIC COMMENT

- None.

VIII. ADJOURNMENT

- Chairman Mitchell called for a motion to adjourn the meeting.
- Vice Chair Saha made a motion to adjourn.
 - Commissioner Norton seconded the motion.
 - The motion was approved unanimously (5-0).
- With there being no further business to consider or discuss, Chairman Mitchell adjourned the meeting at 5:57 p.m.

Respectfully submitted,

Sarah Bausano

Sarah Bausano

Administrative Office Coordinator

Recreation, Parks & Cultural Services



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Sarah Bausano

Meeting Date: November 11, 2025

AGENDA ITEM:

Approval of Recreation Board Work Session Minutes from October 29, 2025

Approve, as written, the Recreation Board Work Session meeting minutes from October 29, 2025, at 5:30 p.m.

STAFF RECOMMENDATION:

Approve, as written, the Recreation Board Work Session minutes from October 29, 2025, at 5:30 p.m.

ITEM DESCRIPTION:

Administrative Office Coordinator, Sarah Bausano, prepared a synopsis of the pertinent information that occurred during the Recreation Board Work Session on October 29, 2025, at 5:30 p.m.

Attendance — October 29, 2025, Recreation Board Work Session

Recreation Board Members — Present

- Jit Saha (Interim Chair)
- Cheryl Rand
- Shuntel Beach
- John Norton
- Cameron Kline
- Karla Piedrahita
- Brad Bowers

Recreation Board Members — Absent

- Derek Kaighin

ATTACHMENTS:

1. 10.29.25 Work Session Minutes (UNOFFICIAL)



RECREATION BOARD
WORK SESSION
UNOFFICIAL MINUTES
OCTOBER 29, 2025

ALPHARETTA CITY HALL
COMMUNITY ROOM 132 | 2 PARK PLAZA | 5:30 PM

This summary is provided as a convenience and service to the public, media, and staff. It is not the intent to record proceedings verbatim. Any reproduction of this summary must include this notice. This is not an official record of the Alpharetta Recreation Commission Meeting proceedings. Meetings are recorded and available for review at <https://www.youtube.com/user/alpharettagov>.

I. CALL TO ORDER

- ❖ Vice Chairman Saha called the meeting to order at 5:27 p.m.

II. ROLL CALL

- Recreation Board Members Present

- Jit Saha (Interim Chair)
- Cheryl Rand
- Shuntel Beach
- John Norton
- Cameron Kline
- Karla Piedrahita
- Brad Bowers

- Staff

- Morgan Rodgers, Director, Recreation, Parks & Cultural Services
- Christine Young, Recreation Services Manager, Recreation, Parks & Cultural Services
- Lindsey Pritchard, Recreation Supervisor, Recreation, Parks & Cultural Services
- Toby Smallwood, Recreation Supervisor, Recreation, Parks & Cultural Services
- Sarah Bausano, Administrative Office Coordinator, Recreation, Parks & Cultural Services

III. WORK SESSSION ITEMS

a. Youth Athletic Agreements

Christine Young presented the item to the Board. This item will go to City Council to be approved and signed.

Interim Chair Saha presented the possibility of having a liaison for each of the Youth Athletic after a discussion with Mayor Gilvin. He stated this would be a volunteer that would meet with the Organizations. After discussion, Board Member Kline agreed to be the liaison with the AYBA, new Board Member Lidback agreed to be the liaison for NAFL (he was not in attendance, he asked Director Rodgers for this offline), Board Member

Rand agreed to be the liaison for AYSA, Board Member Norton agreed to be the liaison for the Miracle League, and Board Member Bowers agreed to be the liaison for Ambush.

RECREATION Q&A

Q Do these agreements include us seeing them once a year? (Rand)

A Yes, they do. (Young)

Q How did the NAFL thing go? (Norton)

A It was corrected, the Board for the NAFL is in compliance. (Rodgers)

C I will reach out to all the Associations and get their Board Member list. (Young)

b. Youth Athletic Banner Policy Renewal

Christine Young presented this item to the Board, stating this is a renewal for 3 year term. This item will be at the November 11th, 2025, Recreation Board meeting for a vote.

RECREATION Q&A

Q Is this for all facilities? (Rand)

A No, only our Youth Associations. (Young)

Q Are these for all seasons? (Bowers)

A The Associations can only have them up during their season, then they take them down. This is a big fundraiser for them. (Rodgers)

c. City of Alpharetta – Johns Creek, Parks without Borders Agreement

Christine Young presented this item to the Board, stating this agreement will waive non-resident fees with the addition of Youth Football and adding Cricket on the Johns Creek side. This item will go to City Council to be approved and signed.

RECREATION Q&A

Q Will having this agreement help with our fields? (Piedrahita)

A Yes, Johns Creek has dedicated Cricket Fields. (Rodgers)

Q How long is the MOU? (Saha)

A Agreed to one year, but if all goes good then we can go up to four years without renewal. (Young)

Q Historically, have we had any MOU's that have not been good? (Piedrahita)

A We have not had one. (Young)

Q Do the sports get advertised in each City? (Norton)

A Yes, we will advertise it. (Rodgers)

Q Can you sign up on both City websites? (Bowers)

A Yes, that is possible. (Rodgers)

d. Closure during Severe Weather Policy Revision

Christine Young presented this item to the Board, stating this update needed to happen and gives us the power to make our own decisions with our programming. This item will be at the November 11th, 2025, Recreation Board meeting for a vote.

RECREATION Q&A

- C Embarrassing for the City when there isn't snow on the ground and we have to shut everything down. (Rodgers)
- C Seems like a whole thing. (Rand)
- C We have a system in place, and we can handle it. (Rodgers)

e. Disc Golf Course Redesign

Director Rodgers presented this item to the Board, stating this is needed due to needing a 25' buffer from the creek. Carolina Disc Golf designed the new course and we had a Community Input meeting with approximately 50 people present.

RECREATION Q&A

- Q What kind of play do we get? (Norton)
- A After trails, it is the 2nd most used thing in the park. (Rodgers)
- Q What will the downtime be? (Piedrahita)
- A Stormwater will start the domino effect and we will start moving holes. Shouldn't take long once the process starts. (Rodgers)
- Q 10, 11, 12, 13, 14, how many trees? (Rand)
- A No, big trees. (Rodgers)
- Q Are there tournaments? (Kline)
- A Yes, we do. (Rodgers)
- Q Is this part of the Master Plan? (Piedrahita)
- A Yes, there was a redesign. (Rodgers)
- Q How is it being funded? (Piedrahita)
- A Donations and Operational money. (Rodgers)
- Q Bond Money? (Saha)
- A No, we can't do that. (Rodgers)

f. Wills Park Yellow Playground

Lindsey Pritchard presented this item to the Board, stating this playground is falling apart and they do not make the equipment anymore. There were 8 different companies that sent us proposals and we landed on the Ninja element playground. This project will be a Sourcewell Project. This will go to City Council in December.

RECREATION Q&A

- Q Does it need an awning? (Beach)
- A No, it doesn't need anything, this playground has a lot of shade. (Pritchard)

Q Does it come in yellow? (Piedrahita)

A Yes, it does. (Pritchard)

Q Ground work? (Norton)

A Remove the mulch, and then 7-10 days for installation. (Rodgers)

Q Bond money? (Norton)

A No, this is Capital money. (Rodgers)

Q Are you planning to do a fence around it? (Saha)

A No, there isn't a need. (Rodgers)

Q Same footprint as the current one? (Piedrahita)

A Yes, that is what the hardest part, was finding something to fit. (Pritchard)

Q How much? (Kline)

A \$70,000.00 (Pritchard)

g. CDBG Money AAAC Parking Design

Morgan Rodgers presented this item to the Board, stating that the current handicapped parking at the Adult Activity Center is not compliant. A building of this size should have 6 compliant spaces and we only have 1. With the reconfiguration, a few trees will need to come down to put the parking in compliance.

RECREATION Q&A

Q Can we plant anything? (Rand)

A Yes, will plant things. (Rodgers)

C I will get the report from our Arborist, Nate Hand. (Rodgers)

IV. BOARD MEMBER COMMENTS

None

V. ADJOURNMENT

❖ Chairman Mitchell adjourned the meeting at 6:26 p.m.

Respectfully submitted,

Sarah Bausano

Sarah Bausano
Administrative Office Coordinator
Recreation, Parks & Cultural Services



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Christine Young

Meeting Date: November 11, 2025

AGENDA ITEM:

Youth Athletic Association Banner Policy Renewal

Consideration of approval of the Youth Athletic Association Banner Policy for FY2026-2028

STAFF RECOMMENDATION:

Approve, as presented, the renewal of the YAA Banner Policy for FY2026-2028.

ITEM DESCRIPTION:

The Recreation Services Division is requesting approval to renew the Youth Athletic Association Banner policy for FY2026-2028.

Recreation Board and Department's decision is as follows:

1. Upon Recreation Board approval of the banner policy, it will be renewed through June 30, 2028.
2. The Banner policy is renewed annually for all Associations in good standing with the City of Alpharetta and those that continue to serve the citizens of Alpharetta with high quality programs.

Recommendation Explanation:

Approval of renewal at workshop of YAA Banner Policy will be presented to Recreation Board at the November 11, 2025 meeting for approval.

ATTACHMENTS:

1. Banner Policy FY2026-FY2028 (002)



Youth Athletic Association
Sponsor Banner Policies

Approved June 8, 2021, by Alpharetta Recreation Commission

Partner Youth Athletic Associations may be authorized to invite sponsors to hang banners on the inside of the athletic fences of the athletic fields as assigned by the Department Staff.

- This policy shall be in effect for three fiscal years (July 1, 2025-June 30, 2028). The Recreation Commission shall determine in early 2028 if the policy shall be extended.
- Banners must be family appropriate, non-political and be approved by Department Staff.
- Banners shall be single-sided black windscreen material, with white or color logos; additional wording must be white. Minimum of six (6) grommets.
- Banners shall not be any larger than 4' x 8' and may be smaller if appropriate for location.
- Banners must be the same size on each designated field, as appropriate to the size of the field.
- Final design and size must be approved by Department Staff.
- Banners may be hung no earlier than one week prior to the start of the first game of the season and must be removed no more than one week after the last game of the season.
- The hanging and removal of banners is solely the responsibility of the Youth Athletic Associations.
- The Association will monitor the condition of the banners. Should any banner become damaged or worn, it must be replaced immediately or removed for the season.
- The location of all banners must be approved by Department Staff.
- The fee schedule charged for the banners will be determined by the Association Boards and must be approved by Department Staff.

Approved June 8, 2021, by Alpharetta Recreation Commission; revised 5/24



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Christine Young

Meeting Date: November 11, 2025

AGENDA ITEM:

Closure during Severe Weather Policy Revision

STAFF RECOMMENDATION:

ITEM DESCRIPTION:

- Omitting Fulton County School closures from the policy to give the City of Alpharetta's Administration team the ability to make decisions regarding program closures and/or delays due to severe weather.

ATTACHMENTS:

1. Policy-Registration and Refund-revision 2025




Alpharetta Recreation, Park and Cultural Services Department Registration and Refund Policies and Procedures

REGISTRATION POLICIES AND PROCEDURES:

Purpose: The City of Alpharetta Recreation, Parks and Cultural Services Department (“ARPCS”) has established Registration Policies and Procedures to provide fair, consistent, and efficient processes for the general public to register for recreation programs.

1. **Priority Registration** for ARPCS programs begins two (2) weeks before Open Registration. Priority Registration is for City of Alpharetta residents. During Priority Registration, City of Alpharetta residents may register online at <https://www.alpharetta.ga.us/government/departments/recreation-parks>, by fax 678-297-6151 or by mail or in person at the Alpharetta Community Center, 175 Roswell Street, Alpharetta 30009.
2. **Open Registration** for ARPCS programs is held two (2) weeks after the start of Priority Registration. Registration methods available during Open Registration include online (for applicable programs), in person, by fax, by mail, or by email.
3. **Late Registration** for ARPCS classes will be allowed up to the halfway point in any session.
4. Under the terms of a Memorandum of Understanding:
 - a. The City of Johns Creek Parks and Recreation Department, residents of the City of Johns Creek may participate in the recreational activities of youth lacrosse, youth baseball, youth soccer, and youth softball under the same fee structure as City of Alpharetta residents.
 - b. The City of Milton Parks and Recreation Department, residents of the City of Milton may participate in the recreational activities of youth softball, youth football, and Camp Joyful Soles under the same fee structure as City of Alpharetta residents.
 - c. This privilege shall be in effect for the duration of the MOU between the Cities.
5. ARPCS does not typically accept program registrations over the phone. Exceptions may be made if deemed appropriate by City staff in their sole discretion due to unforeseen circumstances, i.e. issues with the City of Alpharetta server that affects the capability of a customer to register online for a program. ARPCS staff will email receipts to customers who register over the phone and will send an Activity Registration Form with Concussion Awareness Policies and Procedures for the customer to complete and send back to ARPCS before the first scheduled class or practice.
6. ARPCS does not guarantee space in any recreation program to anyone.
7. A City of Alpharetta Resident is defined as any person whose legal domicile is located within the taxpaying jurisdiction of the City of Alpharetta. Proof of residency must be provided upon request.
8. Any person living outside of the City of Alpharetta who wishes to register for programs will be charged an additional 50% to 75%, depending on program, of the resident registration fee in order to participate in ARPCS recreation programs.
9. Non-resident fee for adult athletic programs is \$25 per person on the team roster per season.

10. Minimum Registration: All programs have a predetermined minimum number of participants who need to be enrolled (paid) in order for the class to “make.” If the minimum enrollment is not reached before the program begins, the class will be cancelled or postponed.
11. Maximum registration: All programs are limited in size and are filled on a first come, first serve basis. If a program has reached its capacity, names will be placed on a waiting list. City of Alpharetta residents will be given priority on the wait list as space in programs becomes available.
12. The City of Alpharetta provides equal opportunity without regard to race, color, religion, sex, national origin, age, veterans’ status, and disability. The City of Alpharetta complies with the Americans With Disabilities Act (ADA) of 1990 and will provide reasonable accommodations to members of the public, if so requested.
13. ARPCS program participants must adhere to the Participant and Spectator Code of Conduct. Call 678-297-6100 or email recreation@alpharetta.ga.us for a copy of this policy.
14. **Postponements Due to Inclement Weather:** If inclement weather occurs, check our “RainoutLine” app;  directions for acquiring and setting up the app are listed on the General Information page of the current ARPCS Activity Guide found at <https://www.alpharetta.ga.us/government/publications/recreation-parks-activity-guides>.
15. **School Closures for Severe Weather:** ~~When Fulton County Schools are delayed (teacher workdays and scheduled school days), closed or release students early due to a severe weather event or threat of a severe weather event, ARPCS programs and activities will be delayed/cancelled.~~ **In the event of severe or inclement weather, the decision to delay/cancel activities will be made at the discretion of the Department Director or his/her designee, after consultation with City of Alpharetta officials to include the City Administrator, Department of Public Safety, and the Department of Public Works.** Program delays/cancellations will be posted on the City of Alpharetta website www.alpharetta.ga.us, ARPCS’ Facebook and Twitter pages and on the Rainout Line app. Whenever possible, program participants will be notified of program delays/cancellations by ARPCS or the program instructor/coach. Participants may also contact the Recreation Center where the program will be held to check on the status of the program. Make-up class dates/times (if applicable) will be announced at the next scheduled activity meeting. ~~The Department may allow certain programs, activities, or rentals to be held if safe conditions allow. This decision is at the discretion of the Department Director or his/her designee, after consultation with City of Alpharetta Department of Public Safety officials, who will evaluate the forecasted impact of the weather event in the Alpharetta area. If Fulton County Schools are not in session, the decision to delay/cancel activities will be made by the Department Director or his/her designee, after consultation with City of Alpharetta Department of Public Safety.~~
16. **Cash Policy:** Cash payments for programs and rentals must be paid with exact change. Customers paying with cash will be offered a payment receipt.
17. **Credit Card Policy:** ARPCS accepts Visa, MasterCard, American Express, and Discover. Card holder may be asked to present a photo ID at the time of processing and sign a copy of the receipt. The customer is responsible to submit a completed Activity Registration Form to ARPCS prior to the first scheduled class or practice.
18. **Check Policy:** Checks are payable to ARPCS (Alpharetta Recreation, Parks & Cultural Services). Payee must show valid photo ID upon request.

19. **Make-Up Classes:** Classes postponed by the department or the instructor due to emergencies, holidays or other reasons will be rescheduled, if possible, by the instructor. Classes missed by the participant will not be made up or refunded.
20. **Family Discount:** Any family that has more than one of its IMMEDIATE family members registering for the SAME program (including but not limited to the following: same activity number, same season/week of the same program with different age groups, spouses in same program, etc.) will receive a 10% discount off individual resident registration fee per additional person. IMMEDIATE FAMILY is defined as the same family/same household. The first person pays the regular registration fees. Discount applies to children and adult programs. No discounts will be granted to family members registering for separate programs. Discount applies to residents and non-residents. Due to computer registration software limitations, this discount is not available to participants who register online.
21. **Scholarships:** ARPCS has a Scholarship Program for qualified City of Alpharetta residents. Call 678-297-6048 or email recreation@alpharetta.ga.us for more information.
22. **Employee Discount:** City of Alpharetta employees, boards, commissions and ACVB staff and their spouses and children 17 and under may be eligible for a discount on ARPCS programs. Call 678-297-6100 or email recreation@alpharetta.ga.us for current employee discount policy.

REFUND POLICIES AND PROCEDURES:

Purpose: Refund Policies and Procedures are designed to ensure customer satisfaction by providing clearly defined time periods for customers who are unable or unwilling to continue participating in an ARPCS recreation program for any reason to request a refund of program registration fees. Call 678-297-6100 or email recreation@alpharetta.ga.us for assistance with transfer or refund requests.

- A. Refund Policy for Recreation Classes:** Refunds will be issued prior to the second-class meeting. No refunds will be issued thereafter.
- B. Refund Policy for Camps:** Cancellations must be received by email at recreation@alpharetta.ga.us before Thursday 5pm on the week *prior* to the scheduled start of camp. No refunds will be issued for cancellations after Thursday 5pm.
- C. Refund Policy for ARPCS Youth Athletic Leagues and Aquatics Teams:** Cancellations must be received by email or phone prior to the first scheduled game/meet. No refunds will be issued thereafter. For youth athletic associations, refer to the refund policies of these groups. Youth Athletics Association contact information is included in the current ARPCS Activity Guide. <https://www.alpharetta.ga.us/government/publications/recreation-parks-activity-guides>
- D. Refund Policy for Adult Athletic Leagues:** No refunds will be issued to teams requesting refunds, except under special circumstances as approved by the Department Director or his/her designee.
- E. Refund Policy for Open Gym and Pool Passes:** Refunds will be issued within 10 days from the date of purchase. No refunds will be issued after the ten days from issuance has passed.
- F. All refunds are subject to a \$5 service fee.**

ARPCS reserves the right to change the registration and refund policies and procedures without notice.

; revised 03.15.2021

4

Approved by Recreation Commission Feb 2018; revised 04.09.24



STAFF REPORT

Department: Recreation, Parks & Cultural Services
Submitted By: Amanda Musilli
Meeting Date: November 11, 2025

AGENDA ITEM:

Community Agriculture and Sustainability Division Monthly Report — November 2025

Report on the latest updates, projects, events, and/or initiatives of the Community Agriculture and Sustainability Division of the Recreation, Parks & Cultural Services Department.

STAFF RECOMMENDATION:

This report is presented for Recreation Board discussion and information purposes. No vote or formal action is required at this time.

ITEM DESCRIPTION:

Monthly Highlights:

- The Division is working on a fundraising campaign to raise a total of \$650,000 to renovate the brick ranch house at Old Rucker Park and convert it into a community center. We are not quite halfway there, but are implementing a variety of fundraising methods to attempt to achieve the goal.
- The community garden plots at Old Rucker are open to renewal on November 14th to existing plot holders, and November 21st to new gardeners. We currently have 34 people on the waitlist.
- The greenhouse at Old Rucker Farm is scheduled to be constructed by the end of November, then electrical will be installed in December.
- In 2026 rows 7-13A will be turned over to NFCC food pantry clients, giving them a space to grow food for themselves. We will be managing these rows in the same way we manage the community garden plots, distributing seeds and seedlings three times per year.

Monthly Initiatives:

- Hundreds of pumpkins were picked from the Atlanta Botanical Gardens on November 3rd. We will use these heirloom pumpkins for the four (4) holiday centerpiece workshops we will teach in November and December. We also brought some interesting varieties back to the farm to experiment with some new workshop ideas for 2026.
- The second big farm field trip was on November 5th to White Oak Pastures in Bluffton, GA. We took 15 residents to the farm on the AAAC bus; left the AAAC at 6:00 am and returned 12 hours later. We took a walking tour of the downtown area, a covered wagon tour of the 2,500+ acre farm, got to witness the cows being milked, had lunch in their on-farm cafe, toured their on-farm abattoir, and then shopped in the general store before heading back to Alpharetta.

ATTACHMENTS:

None



STAFF REPORT

Department: Recreation, Parks & Cultural Services
Submitted By: Christine Young
Meeting Date: November 11, 2025

AGENDA ITEM:

Recreation Services Division Monthly Report — November 2025

Report on the latest updates, projects, events, and/or initiatives of the Recreation Services Division of the Recreation, Parks & Cultural Services Department.

STAFF RECOMMENDATION:

This report is presented for Recreation Board discussion and information purposes. No vote or formal action is required at this time.

ITEM DESCRIPTION:

Monthly Highlights:

- Scarecrow Harvest: over 100 scarecrows decorated downtown Alpharetta and Wills Park.
- Wire & Wood: Successful two-day event with over 10,000 visitors on Friday and over 15,000 on Saturday. Six stages, 30+ performances, Wang Chung and Gaelic Storm headlined Friday and Saturday, respectively; Listening Room at Roaring Social, Live Art Lounge, and Makers Market rounded out the features for the event.
- Boo Bash in the Grove at Wills Park on October 18th was a huge success with over 3,000 attendees, 34 sponsors, 37 vendors, over 7 bounce elements, a magician, interactive photo booths, and a multitude of activities. \$19,934 of sponsorship, vendor, in-kind, and takes were brought in to make it a fun event for all. Scarecrow Harvest winners were announced at this event.
- Staff Training Opportunities:
 - NRPA Annual Conference, September 16th to the 19th in Orlando, FL: attended by Katira Abdolrazagh
 - IFEA Annual Conference, September 22nd to the 24th in Palm Springs, CA: attended by Hilary Lew
 - GRPA Annual Conference, November 3rd to the 6th in Jekyll Island, GA: Six staff from Recreation Services attended, three of which was their first conference. Stacey Shirley, ACC Administrative Assistant, received the state award for the Administration/Leadership Network: Distinguished Administrative Support Staff and was in attendance with her family to receive the award during the business meeting.
 - NAYS Annual Conference, November 5th to the 8th in San Diego, CA: Three staff from Athletics attended the annual National Alliance for Youth Sports Conference, which also renews their annual certification.
 - Toby Smallwood and Tyler Spinnenweber, Recreation Supervisors, both received certification for the NRPA Certified Parks and Recreation Professional.

Monthly Happenings:

- Upcoming event: SEASON OF CELEBRATION - <https://www.alpharetta.ga.us/500/Season-of-Celebration>
 - Annual Christmas Tree Lighting, Saturday, November 22nd from 5:00 pm to 8:00 pm in City Center; Tree Lighting ceremony begins at 6:30 p.m.
 - The Holiday Food Drive runs November 22 to December 14 with multiple pick-up locations. See the above link for more information about most needed foods and locations to drop off.

ATTACHMENTS:

None



STAFF REPORT

Department: Recreation, Parks & Cultural Services

Submitted By: Matt Casey

Meeting Date: November 11, 2025

AGENDA ITEM:

Park Services (Wills Park & Equestrian Center) Division Monthly Report — November 2025

Report on the latest updates, projects, events, and/or initiatives of the Park Services (Wills Park & Equestrian Center) Division of the Recreation, Parks & Cultural Services Department.

STAFF RECOMMENDATION:

This report is presented for Recreation Board discussion and information purposes. No vote or formal action is required at this time.

ITEM DESCRIPTION:

Monthly Highlights:

- Bond Initiatives have begun on Wills Park Proper. The demo of Wacky World has been completed. The stormwater is being put in place onsite for the future playground as well as an additional parking area. The contractor has been very proactive and has made good progress.
- The Equestrian Center has been extremely busy this fall season. Staff have been working very hard to prepare the facility for larger year-end horse shows. They have added aggregate to roadways and sand to arenas 2, 4, and the covered arena. We have the annual GHJA Finals this week. Please come to the show and see some of the best horses in the state.

Monthly Initiatives:

- Continue focusing on park enhancements moving the fall season.

ATTACHMENTS:

None