



RECREATION COMMISSION MEETING

OFFICIAL MINUTES

NOVEMBER 14, 2023

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

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I. CALL TO ORDER

- ❖ Chairman Mitchell called the meeting to order at 5:38 p.m.

II. ROLL CALL

- Recreation Commissioners Present
 - Chairman Dennis Mitchell
 - Brad Bowers
 - Derek Kaighin
 - Jeremy Scott
 - John Norton
 - Cheryl Rand
 - Karla Piedrahita
 - Shuntel Beach
- Recreation Commissioners Absent
 - Vice Chairman Jit Saha
- Staff
 - James Drinkard, Assistant City Administrator
 - Lauren Shapiro, City Clerk
 - Morgan Rodgers, Director, Recreation, Parks & Cultural Services
 - Kurt Kirby, Senior Operations Manager, Recreation, Parks & Cultural Services
 - Amanda Musilli, Community Services Manager, Recreation, Parks & Cultural Services
 - Christine Young, Recreation Services Manager, Recreation, Parks & Cultural Services
 - Eric Milley, Park Services Manager (Northern, Southern, Eastern, Downtown Districts), Recreation, Parks & Cultural Services
 - Matt Casey, Park Services Manager (Western District & Equestrian), Recreation, Parks & Cultural Services
 - Amber O'Dwyer, Administrative Office Coordinator, Recreation, Parks & Cultural Services

III. PLEDGE TO THE FLAG

IV. APPROVAL OF MEETING MINUTES

a. Recreation Commission Minutes from June 13, 2023

- ❖ Commissioner Rand offered a motion to approve the minutes, as presented, from the June 13, 2023, Recreation Commission meeting.

- Commissioner Norton seconded the motion.
 - ❖ The motion was approved (7-0-1 with Commissioner Beach abstaining).
- b. Recreation Commission Minutes from June 28, 2023**
 - ❖ Commissioner Kaighin offered a motion to approve the minutes, as presented, from the June 28, 2023, Recreation Commission work session.
 - Commissioner Norton seconded the motion.
 - ❖ The motion was approved (6-0-2 with Commissioners Scott and Bowers abstaining).
- c. Recreation Commission Minutes from July 11, 2023**
 - ❖ Approval of the minutes from the July 11, 2023 Recreation Commission meeting was deferred to the next regular meeting of the Recreation Commission on account of a lack of majority members present who attended the July 11, 2023, meeting.
- d. Recreation Commission Minutes from July 26, 2023**
 - ❖ Commissioner Piedrahita offered a motion to approve the minutes, as presented, from the July 26, 2023, Recreation Commission work session.
 - Commissioner Beach seconded the motion.
 - ❖ The motion was approved (5-0-3 with Commissioners Scott, Rand, and Bowers abstaining).
- e. Recreation Commission Minutes from August 23, 2023**
 - ❖ Commissioner Bowers offered a motion to approve the minutes, as presented, from the August 23, 2023, Recreation Commission work session.
 - Commissioner Rand seconded the motion.
 - ❖ The motion was approved (5-0-3 with Commissioners Kaighin, Beach, and Scott abstaining).

V. OLD BUSINESS

a. ARPCS Scholarship Program Revisions

- Christine Young, Recreation Services Manager for the Recreation, Parks, and Cultural Services Department came forward to present the item.
- The City of Alpharetta offers a scholarship program to subsidize the cost of recreation programs for qualified low-income families in the community.
- On average, less than ten (10) applications are processed and awarded annually.
- Review of the current requirements for qualification in the scholarship program revealed much of the documentation was cumbersome and duplicitious for both the participants and staff.
- The goal of the revised process is to reduce redundancy in documentation as the process to qualify for the lunch programs is similar to Alpharetta's current process and, in effect, the school district has vetted the applicants for us.
- Staff recommends adopting the model the City of Roswell, Georgia has used for years, which requires qualification based upon approval through Fulton County Schools for the Free Lunch or Reduced Lunch Program(s).
- Revisions to the current process were first introduced to the Recreation Commission during the August 23, 2023 work session.
- During the work session the Recreation Commission made recommendations, and those revisions have been incorporated into the program's qualification procedures. Revisions include:
 - Verification of residency via current driver's license and utility bill.
 - Verification of participation in the free lunch program submitted on respective school's or Fulton County School's letterhead.

- Limiting amount of funding to 20-25 children.
 - Home/private school applicants will continue to be required to complete the current application. These applicants will not have been vetted by a public school system or Fulton County Schools to qualify for state-funded programs and therefore, must provide additional information to qualify for assistance.
 - Approved applicants will be awarded \$1,000 annually to use towards programs of choice per child.
 - This amount will be credited in their Active Net account; any remaining funds will be removed at the end of a year and at that time, participants must re-apply for scholarship funding.
 - If a participant exceeds the \$1,000 allotment in the process of registering for activities, they will be responsible for paying the difference.
 - If a participant is homeschooled and not receiving free or reduced lunch, or is not qualified under any other assistance programs, the current qualifications will still be in place and utilized for qualifying participants.
 - The \$1,000 award is historically based upon the average amount subsidized for a participant in a year.
- ❖ Commissioner Rand offered a motion to approve the revisions, as presented, to the City of Alpharetta's Recreation, Parks & Cultural Services Scholarship qualification process.
 - Commissioner Norton seconded the motion.
 - ❖ The motion was approved unanimously (8--0).

VI. NEW BUSINESS

- There was no new business.

VII. STAFF PRESENTATIONS & WORKSHOP DISCUSSION

b. Open Records Training & Presentation

- Lauren Shapiro, City Clerk for the City of Alpharetta came forward to present the item.
- It is well known that commission and council meetings are open to public, and lesser known that records associated with such meetings, or any government business are as well.
- Requests for records are facilitated through the City Clerk's Office and in 2022, the City Clerk's office received over 6,200 open records requests which can include but are not limited to requests for emails, text messages, minutes, agenda items, and court records.
- The City of Alpharetta currently utilizes a records request software portal known as JustFOIA to help facilitate the high count of requests and ensure compliance with the Georgia Open Records Act.
 - When a request is submitted, the Clerk's Office will notify the individuals impacted by the request that a request for records has been made.
 - The City is required to respond to the requestor within three (3) days of the request.
 - Once a request is submitted, each department prepares, reviews, and redacts the responsive documentation or must provide a pre-retrieval estimate within the (3) day timeline.
 - There is a list of over 50 exceptions in the Official Code of Georgia that exclude specific items from records requests. Such items include client-privilege documents, medical records, personal email addresses, personal cell phone numbers, trade secrets.

- Additionally, in an effort to further comply with the State's Open Records Act, City commissioners and board members are being issued city email addresses to deter use of personal email addresses for City business moving forward.
- Moreover, the city issued email accounts will bolster the City's cyber security efforts. And, as the two initiatives are somewhat related, the Department of Information Technology will administer monthly cyber security training videos in conjunction with the migration.

RECREATION COMMISSION Q&A:

RE: Open Records

- Q The ability to access records from personal email accounts is only moving forward? (Mitchell)
- A Yes, but respectfully in terms of the level at which you are comfortable providing information. (Shapiro)
- Q How would 2DUO Authentication be made possible if needed on my iPad? (Bowers)
- A That is a good question and best answered by the Department of Information Technology. (Shapiro)
- Q What about conversing with the City from the stance of a resident versus as a commissioner? (Rand)
- A It is recommended to keep personal correspondence to the City on a personal email and to use your city issued account for official City business. (Shapiro)
- Q Does this apply for program registration applications and enrollment when commissioners register children in recreation programs? (Kaighin)
- A While some personal information would be deemed protected and redacted, staff recommends using your personal email account for registration to keep from blurring the lines. (Shapiro)
- Q Will commissioner City email accounts be posted on the City site for public access? (Bowers)
- A Usually the email addresses aren't posted on the site but are left to the discernment of each commission and/or board. (Shapiro)
- A Staff is looking at removing all individual city issued email accounts from the website from cybersecurity, but this has not been confirmed as of yet. (Drinkard)

c. DIVISIONS

i. Community Services Division Monthly Report – November 2023

- Amanda Musilli, Community Services Manager for the Recreation, Parks, and Cultural Services Department came forward to present the item.

Division Highlights

- Cambridge High School Aga-retta Box students launched their CSA micro-business in October and have been having great success with their weekly fresh produce sales, selling out weekly.
 - A new product was actually launched this year, dehydrated sweet potato greens.
 - There are also special Thanksgiving boxes being released this week that will contain additional treats such as scented candles.

- The students' goal is to clear \$1,000 in sales.
- The Community Services division hosted the annual fall harvest picnic and had a local middle school chorus sing during dinner. It was a chilly evening, but beautiful to have so many people together breaking bread and sharing stories.
- The City received the Environmental Award from the Fulton County Citizens Commission on the Environment for our district. Commissioner Bob Ellis nominated Old Rucker Farm, recognizing the hard work that is put into the City's commitment to sustainability and regenerative agriculture for the community.
- Additionally, five corporate groups volunteered at The Farm in October, on the last community workday of 2023.
- Alpharetta Rotary kick started the Old Rucker Farmhouse renovations by preparing the former kitchen space for its future use.

Division Initiatives

- Community Services has an exciting list of classes and workshops scheduled for November and all are available on Active Net.
- Staff is looking forward to utilizing the FFA Log Cabin for classes now that the temperatures are lower, and the days are shorter.
- The 2024 Community Garden Grower Program opened on November 6th to current plot holders at Old Rucker Farm. The plots will be open to new growers on November 13th. This year, pricing is the same as last year for residents, but the new pricing structure is in effect for non-residents. As of last night, all plots were sold out.

RECREATION COMMISSION Q&A:

RE: CHS Ag-Aretta Gift Boxes

Q Are the sales only at The Farm? (Piedrahita)

A They are also available online for sale! (Musilli)

RE: Sponsorship/Volunteer Recognition Banners

Q Was a decision ever made about sponsorship/volunteer recognition banners at Old Rucker Farm. If so, any news? (Kaighin).

A Staff has Signarama coming to look at The Farm to get an idea of the space and to craft mock-up banners. The hope is to have those visuals available for the Recreation Commission soon. (Musilli)

Q Were sizes ever going to be regulated? (Kaighin)

A Not-to-date but staff is working through potential size options. Staff can say the banners are not to exceed the size of those displayed by Athletic Association Sponsorship banners at athletic fields. (Musilli)

ii. Cultural Services Division Monthly Report – November 2023

- Kurt Kirby, Senior Operations Manager for the Recreation, Parks, and Cultural Services Department came forward to present the item on behalf of Kim Manning.
- The Division recently had Family Day at Alpharetta Arts Center on October 7.

- Additionally, the City proclaimed October as National Arts & Humanities Month at a Council Meeting.
- Crosswalks in Parks Initiative is underway with another mural completed at the Alpharetta Community Center. More to come.
- Staff is working on the final stages of the MOU for the Community Stage “The Spotlight” with North Point Mall.
- “The Visitor” Sculpture has had a revised rendering and has only disappeared temporarily to be repainted and reintroduced.
- Public Art in Parks – (9) Greenway Manhole Murals by North Fulton Rotary
 - The Cultural Arts Commission recently approved the painting of 9 murals along the Big Creek Greenway.
 - The murals are in the process of being painted and most reside near Rock Mill Park (2 south with the other 7 north).
- There are several upcoming events and exhibits being offered through the Cultural Services Division as well as several local art leader groups:
 - *Warmth of Autumn Quilt Show* presented by Chattahoochee Evening Stars Quilt Guild.
 - *Wood Works Gallery Exhibit* presented by Alpharetta Arts Center.
 - *Hamlet* presented by ACT1 Community Theater.
 - *Beethoven’s Fifth Symphony* presented by the Alpharetta Symphony Orchestra.
 - *Heartwarming Sights & Scenes by Tony Thomas* is being featured in the Community Gallery at City Hall.
 - *Artists Holiday Market* presented by Arts Alpharetta at Alpharetta Arts Center.
 - *Atlanta Portrait Society Annual Exhibit* in on display at the Alpharetta Arts Center Nov 21, 2023 through Jan 20, 2024.
 - *She Loves Me* is being presented by ACT1 Community Theater.
 - *Home for the Holidays* by Alpharetta Symphony at North Point Mall.
 - Alpharetta Music Match featuring Trey Wright will be at the Alpharetta Arts Center.
 - Friends of the Alpharetta Library Monthly Book Sale at the Alpharetta Public Library.
 - *The Nutcracker* was presented by Metropolitan Ballet Theatre at the Innovation Academy.
 - *Wreaths Across America Event* presented by Alpharetta Old Milton County Historical Society & Daughter of the American Revolution at Resthaven Cemetery and various cemeteries in Alpharetta.

RECREATION COMMISSION Q&A:

RE: Community Theater Stage

Q Is the space presented now the same space introduced? (Rand)

A Yes.

Q Is it stadium seating? (Piedrahita)

A Not stadium, all flat.

RE: Manhole Murals on Big Creek Greenway

Q This was an idea considered years ago? (Rand)

A Yes, it has been brought forth before to no success, but North Fulton Rotary did have success.

iii. Recreation Services Division Monthly Report – November 2023

- Christine Young, Recreation Services Manager for the Recreation, Parks, and Cultural Services Department came forward to present the item.
- Wire & Wood was a smashing success; plans for October 11-12, 2024, have begun.
 - Great success!
 - 16 Music Match Performances added.
 - Great sponsorships.
- Scarecrow Harvest Fun & Boo Bash!
 - 91 community scarecrows, 45 business scarecrows.
 - Winners were announced at Boo Bash which also had an excellent turn out.
 - ACC Supervisor, Lindsey Pritchard did a wonderful job and elevated the event higher than she did before.
- Veteran's Lunch, 11/7 AAAC
 - Over 100 participants.
 - Staff came out to serve and express gratitude for the veterans.
- Silver Spokes
 - Cycling group program offered to active adults.
- Upcoming Events:
 - Season of Celebration
 - Tree Lighting, November 18th 5-9pm (lighting at 6:30pm); also kicks off the holiday food drive through 12/17
 - Holiday Hop & Shop, December 2nd, 9am-4pm
 - Flicks & Flurries on the Town Green, December 16th, 6-8pm
 - Avalon is featuring a holiday events for pets.
 - ACVB will have holiday photos.
 - Wrap Shack will be made available downtown to wrap gifts purchased by patrons.
 - A photo snow globe will also be available.
- TOA update
 - 4 Vendors applied.
 - Contract set to go to City Council 11/27 for Approval
 - More in-house involvement.
 - Bringing back direct relationship with restaurants.
 - Collaborating with ACVB for marketing.

- Collaborating with Public Safety and Public Works for more involvement.
- Staff Award: GRPA D7 Annual Awards Banquet, Jeff Pruitt Inspirational Award- Lindsey Pritchard
- Staff training
 - National Recreation Parks Association- Dallas, TX: Lindsey Pritchard
 - National Alliance for Youth Sports- Baltimore, MD: Tyler Spinnenweber, Alan Sanders & Jaydan Macon
 - Georgia Recreation and Parks Association Annual Conference: Morgan Rodgers, Kurt Kirby, Christine Young & Alan Sanders
- Tot Time: The Little Program that Could
 - Started off with a small number of kids which has grown to over 40 participants.
 - A pavilion at Wills Park houses Tot Time every Friday.
- Summer Guide is in the works; available online Feb 9; registration begins Feb 28 Residents; Mar 13 OPEN
 - This coming summer's theme is "Coolest Summer Ever!"

RECREATION COMMISSION Q&A:

RE: Taste of Alpharetta 2024

Q Is there a date for the 2024 Taste? (Norton)

A May 9th.

iv. Park Services Division Monthly Report (Part I) – November 2023

- Eric Milley, Park Services Manager for the Recreation, Parks, and Cultural Services Department came forward to present the item.
- We have now hired the two vacant positions for the Downtown District; one Park Tech, and one Downtown Supervisor. Both positions were desperately needed for basic routine maintenance downtown and Innovation Academy and special event support.
- Several of the electrical outlets in the tree wells have been repaired, raised, and some relocated.
- Staff just replaced 12 of the 23 missing trees around the city center. We are trying to locate the other oaks and elms to complete the project. This does not include the 6 Main Street trees. That will be done later due to size and location.
- All concrete planters around town have been cleaned and seasonal plantings were completed to include Main Street and Haynes Bridge medians.
- During the next couple of months, we will be focusing on cleaning up fence lines and underbrush at Innovation Academy.
- We will also be routinely adding sand and topsoil to all fields at Innovation Academy.

RECREATION COMMISSION Q&A:

RE: Innovation Academy Underbrush

Q Bringing goats to clear underbrush? (Rand)

A No, chainsaws. (Milley)

v. **Park Services Division Monthly Report (Part II) - November 2023**

- Matt Casey, Park Services Manager for the Recreation, Parks, and Cultural Services Department came forward to present the item.
- Fall Sports have been a success. Athletic fields and grounds are in outstanding shape.
- Entrances to ACC and Rec Center have been pressure washed. few shrubs were removed from the ACC as well and the Alpharetta Rotary helped mulch was laid.
- Horseshows have been well attended. Upcoming year end Finals will be some of our largest events of the year.
- Four more horse shows are planned for the remainder of the year.

vi. **Senior Operations Manager Monthly Report – November 2023**

- Kurt Kirby, Senior Operations Manager for the Recreation, Parks, and Cultural Services Department came forward to present the item.
- Staff reported on active non-bond projects scheduled for the FY23-24 budget year as well as other related projects that will enhance our parks and facilities.
- There are no updates to the Bond Report that was presented at the September 27, 2023 Recreation Commission Work Session.

ACTIVE PARK ENHANCEMENT PROJECTS:

- **North Park Tennis/Pickleball Courts Resurfacing:**
 - **Scope of work:** Convert two additional tennis courts to permanent pickleball, resurface all courts, replace fencing fabric around the perimeter.
 - **Budget:** \$100,000
 - **Status:**
 - Phase 1: Resurfacing/Conversion has been completed.
 - Phase 2: Perimeter Fencing: PO approved, awaiting installation date.
 - Target Completion Date: December 1
- **Miracle League Field Replacement:**
 - **Scope of Work:** Replace the existing playing surface.
 - **Budget:** \$500,000
 - **Status:**
 - RFP scheduled to be issued October 12
 - RFP due November 09
 - Construction target completed by March 1
- **Wayfinding at North Park**
 - **Scope of work:** update traffic wayfinding (signage) in North Park
 - **Budget:** \$ 5500
 - **Status:**
 - Signs in production

- Installation expected in 4-6 weeks.
- **Webb Bridge Park Baseball Dugout Expansion:**
 - **Scope of work:** Expand the size of eight dugouts at the Baseball complex. AYBA is funding 50% of the project.
 - **Budget:** \$37,850 (City commitment \$18,925)
 - **Status:**
 - Construction set began October 3
 - Target Completion: October 31
 - In budget
- **Webb Bridge Baseball Complex Shade Structures replacement:**
 - **Scope of Work:** Replace the fabric on the eight existing bleacher shade structures.
 - **Budget:** \$24,660
 - **Status:**
 - The old fabric has been removed.
 - The new fabric installation is in progress.
- **Webb-Zone Playground Replacement:**
 - **Scope of work:** Remove and replace existing wooden structures for the ages 2-5 and 5-12 play areas. Remove the existing plays mulch replace with new and make any necessary repairs to the drainage.
 - **Budget:** \$400,000
 - **Status:**
 - Proposals were due October 20
 - Proposals currently under review
 - Construction Target: 1st quarter of 2024
- **Gymnastic Facilities Lighting Upgrades:**
 - **Scope of work:** replace current metal halide lighting with LED.
 - **Budget:** \$13,000
 - **Status:**
 - Started the initiative this fall and installation has been completed.
 - The lighting enhances the play and activities in the facilities.

OTHER RELATED PROJECTS:

- **Sewer Work along Greenway:**
 - Fulton County Water and Sewer has been working on sewer upgrades over the past year which have included a portion of the Greenway.
 - Work is in the final phases which include repairs to areas of the greenway that have been damaged because of the work.
 - Phase 1 of concrete repairs occurred last week on the main trail. Now there are no longer closures on the main trail.

- Phase 2 will occur in Mid-December which will include concrete repairs along two secondary accesses south of Kimball Bridge Road.
- **Mansell Boardwalk Replacement:**
 - Public Works is leading the removal and replacement of the existing wooden boardwalk and replacing it with a new concrete-decked boardwalk.
 - Work Began in March of 2023
 - Scheduled completion is March of 2024
- **Manhole of Art Initiative:**
 - The North Fulton Rotary Club has been working with Fulton County Water and Sewer and the City of Alpharetta to enhance the Greenway experience by painting manholes along the Greenway.
 - Last month the Alpharetta Arts Commission approved nine (9) paintings north of the Haynes Bridge Park Greenway Access.
 - The paintings were completed November 11-12 (this past weekend).

b. DIRECTOR

- There was no report from the Director.

VIII. RECREATION COMMISSIONER REPORTS

- Commissioner Scott wished to provide an update on Wacky World. The official build date will be in early November 2024. Upcoming events such as the Tree Lighting, etc. the committee is working hard to ensure a presence to raise awareness, sell bricks, and perhaps lock in key sponsors.

IX. PUBLIC COMMENT

- There were no public comments.

X. ADJOURNMENT

- ❖ Commissioner Rand made a motion to adjourn.
 - Commissioner Beach seconded the motion.
 - The motion was approved unanimously (8-0).
- ❖ Chairman Mitchell adjourned the meeting at 6:45 p.m.

Respectfully submitted,



Amber O'Dwyer
Administrative Office Coordinator