

**Cherokee Recreation & Parks Agency Advisory Board
Meeting Minutes
Thursday, February 17, 2011**

Present

Chris Hampton, Chairman
Jim Haslam, Vice Chairman
Mark Goddard
Bryan Roach
Tom Ware

Staff

Bryan Reynolds, Director
Michael Brantley, Parks Division Head Director
Neely Motiejunas, Recreation Division Head Director
Andrea Johnson, Business Manager
Kim Watt, Recreation Supervisor
Jay Worley, Athletic Division Director

1. Call to Order

Chairman Hampton called the meeting to order at 6:00 p.m.

2. Welcome New Members

Chairman Hampton welcomed Jim Haslam, Mark Goddard, Bryan Roach and Tom Ware to the Cherokee Recreation Advisory Board. Chairman Hampton informed the board that he was acting as Chairman and Jim Haslam as Vice Chairman until new officers could be elected. After a short discussion on the advisory board's organization, Jim Haslam motioned and Mark Goddard seconded that Chris Hampton should remain the Chairman of the Board. The motion was approved. Chairman Hampton motioned that Jim Haslam remain the Vice Chairman of the Board. Mark Goddard seconded the motion. The motion was approved.

3. Approval of Previous Minutes

Vice Chairman Haslam motioned to approve the previous minutes. Chairman Hampton seconded to motion. The motion to approve the previous minutes was approved 5-0.

4. Appearances/Public Comment

Mark Williams and Chuck Chambers with Canton Dizzy Dean were present to discuss the use of Barnett Park for baseball practice. They had some questions and concerns about a predicament that had occurred at Barnett Park between individuals from Canton Dizzy Dean, Cherokee Red's and Cherokee Recreation and Parks on Monday, February 14, 2011. They were seeking answers and solutions to the situation that had taken place. Chairman Hampton informed Mr. Williams and Mr. Chambers that research about their questions and encounter at Barnett Park would be handled quickly. Chairman Hampton motioned to table this subject, and he assured them that the board would have them a reply in a summary soon. Mark Goddard seconded the motion. The motion was approved 5-0.

5. Reports/Business

a. **Chairman** – No Report

b. **Board Members** – No Report

c. **Director**

i. **Financial Summary** – There were handouts available for the board to review. Director Reynolds also gave a detailed report related to the handout.

ii. **Coca Cola Contract Summary** - Director Reynolds informed the board the Cherokee County BOC did approve the new contract with Coca Cola. He also updated them on the scoreboard sponsorship, rebates and revenue and how CRPA will benefit from the Coca Cola contract.

iii. **Youth Athletic Association Agreement Update** – Staff is working on the youth athletic association agreement with the goal of presenting it to the board to consider at the next meeting.

iv. **Volunteer Background Check Policies Update** – Staff is reviewing the background check policies.

- v. **Tennis Center** – Director Reynolds told the board that RFP’s would be available soon, and he hopes to have a new management company in the Tennis Center by early May.

d. Other Staff

- i. **Cherokee Youth Basketball Update** – Jay Worley reported that overall it was a good transition year. We found that each school had different guidelines. There were a number of personal disciplinary issues between coaches, players and parents that needed to be addressed. There were some administration issues that need to be cleaned up between Cherokee County Youth Basketball and Cherokee County School District.

6. Other Business

Park Bond Update – Capital Projects Director, Bill Echols, gave the board an update of the Park Bond program including Hobgood Park renovations, Sequoyah Park renovations, Patriots Park, East Park, and Etowah River Park. Mr. Echols also thanked Director Reynolds and Michael Brantley for working with them to help keep these projects from interfering with programs that CRPA has going on.

7. Adjourn

Chairman Hampton motioned to adjourn the meeting at 7:15 p.m. Vice Chairman Haslam seconded the motion. The motion was approved 5-0.

Cherokee Recreation & Parks Agency
Advisory Board Minutes
Thursday, April 14, 2011

Present

Chris Hampton, Chairman
Mark Goddard
Bryan Roach
Tom Ware

Staff

Bryan Reynolds, Director
Andrea Johnson, Business Manager
Michael Brantley, Parks Director

Absent

Jim Haslam, Vice Chairman

1. Call to Order

2. Chairman Hampton called the meeting to order at 6:00 p.m.

3. Approval of Previous Minutes

Tom Ware motioned to approve the previous minutes. Mark Goddard seconded the motion. The motion was approved.

4. Appearances/Public Comment

- a. Tommy Mann – Mr. Mann was a spokesperson for the Sequoyah Jr. Chief's. He was inquiring about when there would be some more ball fields in this part of the county. Mr. Mann also wanted to know how an organization gets control of a Park. Chairman Hampton asked Mr. Mann if the Sequoyah football program offered field space or any kind of financial assistance to the Jr. Chief's. Mr. Mann told him that they did not give the program any help.
- b. Other Citizens – Terry Epps was present to represent Craig Crouch. Mr. Crouch sent him to see what was going on at Sequoyah Park. Chairman Hampton told Mr. Mann and Mr. Epps that both of their questions would be answered during the meeting. They would find out when there would be more field space available, and how an organization gets control of a park based on the county's needs and the priority list. The priority users are: County, Local Recreation Providers, Local Civic, Faith Based and/or Educational Group and Businesses, Other Contracted Organizations, Individuals or Groups.

5. Reports/Business

a. Chairman –

Barnett Park (update from previous meeting and present) – Chairman Hampton let the board know that the lock is now off the gate and scheduling is going through the county. He has not heard anything else from the Canton Dizzy Dean or Cherokee Reds Associations. They must have resolved the Association's issues. Chairman Hampton also discussed practice and field scheduling, after researching how the county handles scheduling based on the priorities and needs. Chairman Hampton motioned that he sees no need to make any changes. He finds it to be extremely fair how the scheduling is handled. Chairman Hampton stated that scheduling fields for practices and games is an enormous task. Once there are more fields available, it will get better. Mark Goddard seconded the motion. The motion was approved. 4-0

b. Board Members – No Report

c. Director

- i. Update on CCYB and future plans – Director Reynolds gave the board a brief summary on the meeting that took place on Sunday, March 27, 2011. He also discussed the fees that had been collected and how much had been paid so far. Director Reynolds asked his staff to put together a business plan and operational study for Recreation and Parks to take over CCYB program. Mark Goddard motioned and Tom Ware seconded the motion for CRPA’s staff to put together the plan for taking over the CCYB program. The motion was approved. 4-0
- ii. Athletic Field Use Policy and approval- The purpose of this document is to establish the policy and procedures to ensure the safe and efficient use and the equitable availability of the athletic fields owned and operated by the county. The policy has six sections that outline athletic field use: Section 1- Field Use, Section 2 - Priority Users, Section 3 – Athletic Field Reservations, Section 4 - Sales on Park Property, Section 5 – Fees and Charges and Section 6 – Athletic Field Use Rules, after the board reviewed and discussed the policy. Tom Ware motioned to approve the Athletic Field Use Policy. Chairman Hampton seconded the motion. The motion was approved. 4-0
- iii. Youth Athletic Association Agreement and approval – The youth athletic association agreement manual covers and explains: what is required of the Youth Athletic Association (YAA), roles of CRPA and YAA, facility use and operation, fees and charges, maintenance responsibilities, inclement weather and what the fees cover – maintenance tasks, utilities and administrative cost. After the board reviewed and discussed the manual, Mark Goddard motioned to approve the manual. Chairman Hampton seconded the motion. The motion was approved. 4-0
- iv. Volunteer Background Check changes and approval –Director Reynolds explained the changes that would take place under the revised criminal background check requirements. National Parks and Recreation (NRPA) has recommended guidelines for credentials that CRPA used to do a better job in protecting our participants. Chairman Hampton motioned to approve the volunteer background check changes. Mark Goddard seconded the motion. The motion was approved. 4-0
- v. Annual Report Submittal and approval – Director Reynolds discussed the highlights from 2010. 2010 was a busy and eventful year for the Cherokee Recreation and Parks Agency. In spite of the sagging economy, CRPA staff exceeded the budgeted revenues while keeping expenses below the budgeted amount. Parks and programs visits continued to grow, topping more than 2.38 million. Mark Goddard motioned to approve the 2010 Annual Report. Tom Ware seconded the motion. The motion was approved. 4-0
- vi. Update - Ongoing Projects
 1. Hobgood Park – Phase I – Outside of the fence – preconstruction begins the week of April 11 – for the walking track and parking lot. Phase II – Inside of the fence will start in September 2011.
 2. Sequoyah Park – Renovations preconstruction – Phase I - detention ponds, trail work and field work will begin after June 1. There will also be improvements to the restroom/concession building.

3. Soccer Complex – Reviewing designs for restroom and concession building. Installing irrigation system.
4. Aquatic Center – Moving into the preliminary development phase and there will be a meeting with Bob McCallister.
5. Tennis Center - RFP's for the Tennis Center are available. There will be a mandatory pre-bid meeting. Director Reynolds will review bids to condense the list, before making a recommendation for approval at BOC meeting in May.

6. Adjourn

Chairman Hampton motioned to adjourn the meeting at 6:40 p.m. Tom Ware seconded the motion. The motion was approved 4-0.

**Cherokee County Recreation & Parks Agency
Advisory Board Meeting Minutes
Thursday, June 16, 2011**

Present

Chris Hampton, Chairman
Mark Goddard
Bryan Roach
Tom Ware

Staff

Bryan Reynolds, CRPA Director
Andrea Johnson, Business Manager
Jay Worley, Athletic Division Director
Camille Thomas, Athletic Coordinator
Cali Lovett, Intern

Absent

Jim Haslam, Vice Chairman

1. Call to Order

Chairman Hampton called the meeting to order at 6:00 p.m.

2. Approval of Previous Minutes

Chairman Hampton motioned to approve the previous minutes. Mark Goddard seconded the motion. The motion was approved 4-0.

3. Appearances / Public Comment

Natalie Embry, Tony Ellis and Ron Lee were present to observe and learn about the future of Cherokee County Youth Basketball but did not offer any public comment.

4. Reports / New Business

a. Chairman

i. Youth Association Agreement Update

Chairman Hampton discussed the Park Use Agreement for the Cherokee Soccer Association with the board. The way the agreement was written and the language used allows the CSA the opportunity to sublease the fields and they would be able to retain a portion of the fees. Chairman Hampton referenced article VII in CSA's agreement. He objected and he felt that this needs to be changed, because it contradicts the new Youth Athletic Association Manual approved in May. After a lengthy discussion, the board had several concerns on how this change would impact the contract. The board took no action.

The board also discussed the use of multipurpose fields once fields at the soccer complex were available for use. Chairman Hampton motioned once the fields are ready at the Soccer Complex, CSA must turn the multi purpose fields at Hobgood, Riverside and Sequoyah Park back to the county to be used at the county's discretion to allow for use by CSA and other associations. Mark Goddard seconded the motion. The motion was approved 4-0.

b. Board Members

There was a discussion on the naming of East Park. The board decided that there are several months before a name would be needed for the park. The board directed staff to develop a plan and present it to the board at an upcoming meeting for the naming of the park.

Mark Goddard and Director Reynolds updated the board on the selection process and approval of Top Tennis Group as the new management company for the Cherokee Tennis Center. Top Tennis Group was selected from three proposals. The proposal was accepted by the Board of Commissioners in May and Top Tennis Group has begun operations at the tennis center.

c. Director

i. 2011/2012 CCYB Proposal

Jay Worley, Athletic Division Director, went over the 2011-12 Cherokee Youth Basketball Business Plan with the board. Jay Worley gave an extensive overview of the plan. Mark Goddard motioned to approve the 2011-2012 CCYB Business Plan and to have the staff move forward with the implementation. Chairman Hampton seconded the motion. The motion was approved 4-0.

Chairman Hampton on behalf of the board personally thanked Ron Lee for his hard work and dedication to program. Chairman Hampton asked Mr. Lee what his thoughts were on the business plan for 2011-2012. Mr. Lee responded that the program should run very smooth. Mr. Lee stated the presentation was great and the program will be better for the kids, community and the schools.

ii. Facility Rental Fees

Director Reynolds discussed the proposed facility fee schedule with the board. He informed them that there had been no changes to the current fee schedule in 5 years. The Recreation Division researched other recreation departments' fee schedules in preparing the proposed fees.

Staff recommended minor changes to the fee schedule to create new categories for the entire Recreation Center, create full and ½ day rates for all pavilions and change the prices for the Union Hill Community Center which is currently under renovation.

Tom Ware motioned to approve the new Facility Rental Fees. Mark Goddard seconded the motion. The motion was approved 4-0. Director Reynolds informed the board that the new fee schedule will take effect July 1, 2011.

iii. Announcements

Director Reynolds introduced our intern, Cali Lovett. He thanked everyone who was able to attend the Sequoyah Park renovations groundbreaking on June 6th and reminded everyone that with the Park Bond program we would have several more groundbreaking and ribbon cutting ceremonies in the coming months. He also notified the board that CRPA now has a Facebook page that we are using to communicate with our customers.

5. Adjourn

Chairman Hampton motioned to adjourn the meeting at 7:00 p.m. Mark Goddard seconded the motion. The motion was approved 4-0.

**Cherokee County Recreation & Parks Agency
Advisory Board Meeting Minutes
August 8, 2011**

Present

Chris Hampton, Chairman
Jim Haslam, Vice Chairman
Mark Goddard
Bryan Roach
Tom Ware

Staff

Bryan Reynolds, CRPA Director
Andrea Johnson, Business Manager
Neely Motiejunas, Recreation Division Director

1. Call to Order

Chairman Hampton called the meeting to order at 6:15 p.m.

2. Approval of Previous Minutes

Chairman Hampton made motion to approve the previous minutes.

Vice Chairman Haslam seconded the motion. The motion was approved.

3. Appearances / Public Comment

Bob McCallister from Cobb County Parks and Recreation and Culture Affairs was present. He has been consulting with CRPA on the development of the aquatic center business plan.

4. Reports / New Business

a. Chairman –

Chairman Hampton reported that he has been contacted by a citizen in the subdivision that is behind the In-Line Hockey Rink. Their problem is the lights staying on at the rink until 10:00 and 11:00 p.m. The board suggested the lights go off by 9:00 p.m. at the In-Line Hockey Rink.

b. Board Members – No report

c. Director

i. Cherokee County Aquatic Center (CCAC) Project Overview

Director Reynolds provided a power point presentation and discussed the aquatic center's business plan with the board. Director Reynolds gave the board projected timelines, facility location, marketing plan, service description, fee schedule, management summary and financial plan for the center. There were a few concerns on admission fees and the revenue and expenses to operate the center over a 3 year period. A recommendation was made to be prepared should there be a shortfall in revenue.

ii. CCAC Business Plan Review & Recommendation

Chairman Hampton motioned that CCAC business plan be accepted and presented to the BOC on September 6, 2011. Mark Goddard seconded the motion. The motion was approved.

iii. Update on CCYB meeting and 2011/12 year

Director Reynolds updated the board on the meeting that took place on July 26, 2011 between the Athletic Division and the school Principals. Overall it was a productive meeting with good progress and issues are getting resolved such as: the draft, registration and how each gymnasium does things differently, Cherokee County Youth Basketball is going to be re-branded in the future. The program will be named: Cherokee Youth Basketball (CYB).

iv. New park updates

Director Reynolds informed the board that the work taking place at Hobgood and Sequoyah Parks at the present time is on schedule. Landscaping is taking place, with the demolition of the concession stand/bathroom to be the next phase at Hobgood Park.

Soccer Complex – The soccer complex work is going well. Sod has been laid at the 4 large fields. The concession/bathroom will be next and fencing to follow. The complex should be fully functional spring 2012.

Aquatic Center – The aquatic center's business plan will be going to the Board of Commissioners for approval.

5. Adjourn

Chairman Hampton made motion to adjourn the meeting at 6:30 p.m. Vice Chairman Haslam seconded the motion. The motion was approved.

**Cherokee County Recreation & Parks Agency
Advisory Board Meeting Minutes
November 16, 2011**

Present

Chris Hampton, Chairman
Mark Goddard
Bryan Roach
Tom Ware

Staff

Bryan Reynolds, CRPA Director
Andrea Johnson, Business Manager
Jay Worley, Athletic Division Director
Camille Thomas, Athletic Coordinator
Sammy Long, Athletic Coordinator
John Scalera, Athletic Coordinator

Absent

Jim Haslam, Vice Chairman

1. Call to Order

Chairman Hampton called the meeting to order at 6:40 p.m.

2. Approval of Previous Minutes

Mark Goddard motioned to approve the previous minutes. Tom Ware seconded the motion. The motion was approved unanimously.

3. Appearances/Public Comment – None

4. Reports/New Business

a. Chairman

b. Board Members

c. Director

i. Request to Name Hockey Rink in Memory of Greg Stathis

Cherokee Hockey In-Line League (CHILL) and the Stathis Family have requested the Inline Roller Hockey facility at the recreation center be named in memory of Greg Stathis. Greg, along with his brother, built the facility and started the first leagues there. Coach Stathis dedicated much of his life to teaching and coaching hockey, and his positive impact on our community is immeasurable. Mark Goddard motioned to name the Inline Roller Hockey facility in memory of Greg Stathis. The motion was seconded by Tom Ware. The motion was approved unanimously.

ii. Request to Install & Dedicate Flag Pole at Weatherby Park

North Cherokee Youth Softball (NCYS) has requested a flag pole and commemorative marker be placed at Weatherby Park in memory of Chip Prance. The wording would be,

"In honor of Coach "Chip" Prance". All costs associated with the flag pole and make installation would be covered by NCYS. Chairman Hampton motioned to approve the request to install & dedicate a flag pole at Weatherby Park in Memory of Chip Prance. Mark Goddard seconded the motion. The motion was approved unanimously.

iii. Staff Request to Close Riverside Fields 1 & 2 in Spring 2012

Director Reynolds requested that fields 1 and 2 at Riverside Athletic Complex in JJ Biello Park be closed for renovation and rest after continuously being used for football, soccer and lacrosse. The fields will be closed beginning the first Monday of spring break (April 2) and remain closed through the last week of July. There was a brief discussion about field usage by seasons and locations. Mark Goddard motioned to close Riverside fields 1 & 2 in the spring 2012. Chairman Hampton seconded the motion. The motion was approved unanimously.

iv. Consideration of Proposals for CYB Basketball Officiating Services

Jay Worley, Athletic Division Director summarized the 3 proposals received for officiating the CYB Program. He informed the board that the officiating would be split between the top two officiating associations, considering the number of gyms and each gym director's request. After Jay Worley's update, Mark Goddard motioned to approve the Proposal for CYB Basketball Officiating Service. Tom Ware seconded the motion. The motion was approved unanimously.

5. Adjourn

Chairman Hampton motioned to adjourn the meeting at 700 p.m. Tom Ware seconded the motion. The motion was approved unanimously.