

**MEETING MINUTES
CITY OF MILTON PARKS AND RECREATION
ADVISORY BOARD
Tuesday, November 17th, 2009 5:30 p.m.
Executive Conference Room**

CALL TO ORDER

Meeting was called to order by Vice Chair Mark Shaw at 5:40 pm.

ROLL CALL

Roll call was taken by Mark Shaw.

MEMBERS PRESENT

Mark Shaw
Lauren Jackson
Sandy Sheley
Sabrina Moore

OTHERS PRESENT

Brad Chambers, City Consultant
Scott Stachowski, HYA
Chris Lagerbloom, City Manager
Cindy Benochi
Sam Trager, Human Resources Director

Quorum announced by Mark Shaw

APPROVAL OF PAST MINUTES

Motion to approve minutes of the October 15th meeting was made and seconded. The vote was unanimous and motion carried.

PUBLIC COMMENT

Scott Stachowski reported on an injury at Bell Memorial Park to an elderly citizen who slipped on the stairs in the rain and broke her arm. Handrails were recommended and are being investigated by the city to install. Also, a baseball was tossed and hit Jim Cregge, temporarily causing him to pass out; however, he is fine now.

NEW AND UNFINISHED BUSINESS

- a) Chairman Mark Shaw turned meeting over to City Manager Chris Lagerbloom who requested time at the beginning to address the board and introduce Cindy Benochi, who is the leading candidate for the Parks and Recreation Director position. Cindy is currently Director in Snellville and the Board spent several minutes asking various questions on her past experience and her vision for what she sees for Milton.

- b) During the City Manager's presence, he was asked to describe the city's policy and procedures for land acquisition. He spent several minutes explaining how land is identified, discussed with City Council and the City Attorney in Executive Session, the appraisal process, and how a parcel would then be determined to be a good buy for the City. The Board recognized they would have little input into this type of process other than to possibly recommend potential park parcels to be considered.
- c) The city manager also reported on the status of the inter-governmental agreement with Fulton County School Board to use athletic facilities at school sites, and that all the documents are in the hands of FCSB officials, awaiting a ruling.
- d) After several questions, Chris and Cindy retired to the City Manager's office for further discussions.
- e) Chairman Shaw then asked for Committee Reports. There were no reports from HYA/Baseball/Softball, other than registration for spring baseball is underway and currently is tracking based on past historical registration numbers. There was no Finance report. There was no Recreation Site report. Sabrina Moore asked Brad Chambers the status of the City Code. Mr. Chambers stated where it was in the process, including comments that had been made and clarifications given to the City Attorney that is handling the City Code process. The Code is being codified at this time, although the City Manger emphasized that although it would be codified it is still subject to change and adaptation.
- f) Review of draft Needs Assessment questions- The Board then spent time reviewing the draft set of survey questions that Mr. Chambers had prepared. Many changes and revisions were suggested. Mr. Chambers will take the recommendations and revise the questions. The Board was reminded that the consultant that the City will use to actually perform the survey itself will know which questions are appropriate and how to phrase them correctly. Mr. Chambers also stated that the RFP for the needs assessment firm is ready to be sent out to solicit for bids.
- g) Discussion of meeting start time: Members were concerned about inconvenience of meeting time and that only four could make the night meeting. It was moved, seconded, and unanimously approved to return the Board meeting time to Thursday afternoons at 11:30 am. AT THIS POINT, SANDY SHELEY LEFT, AND A QUORUM WAS NO LONGER PRESENT TO CONDUCT BUSINESS.
- h) Discussion ensued on Comprehensive Assessment- Mr. Chambers stated that the Assessment is on the agenda for the December 14th work session.

REPORTS OF COMMITTEES

Committee Reports were given earlier in the meeting as reported

CITY STAFF REPORTS AND COMMUNICATIONS

None

OTHER BUSINESS

NEXT REGULAR MEETING DATE

Thursday, December 17th, 11:30 a.m.

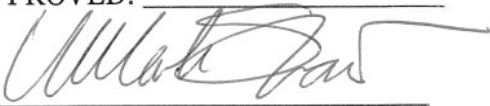
LOCATION OF MEETING

- The location of the meetings will be the Executive Conference Room in the City Manager's office.

ADJOURNMENT

Motion and Vote: After member Sandy Sheley had to leave the meeting, there was no longer a quorum and therefore no adjournment took place.

The City of Milton Parks and Recreation Advisory Committee meeting ended discussion at 8:20 p.m.

DATE APPROVED: 12/17/09


Mark Shaw, Vice-Chair
Milton Parks & Recreation Advisory Board