

Fayette County Parks and Recreation Commission
Meeting Minutes

November 12, 2024

Present:

Charles McCollum – Recreation Commission Chair
Nick Kilburg- Recreation Commission Vice-Chair
Kynthia Gaines- Recreation Commissioner
Bobby Ferrell-Recreation Commissioner
Anita Godbee – Director, Parks and Recreation
Mary Catherine Domaleski – Assistant Director, Parks and Recreation
Jonathan Sparks, Fayette County Youth Soccer League
Ron Krebs, Fayette County Youth Soccer League
Darrick Williams, Fayette County Youth Football
Patrick Gafford, Fayette County Youth Basketball
Jeremy Payne, Fayette County Baseball Association
Darby Holliman, Brooks Area Recreation
Brian Reilly, Row Georgia
Krystian Rojas, Fayette County resident

- I. Call to order: 6:33 PM
- II. Welcome, Invocation, and Pledge: Charles
- III. Public Comment
 - a. Mr. Rojas is attending today's meeting to see what the Parks Department has planned and is interested in what the Recreation Commission does.
- IV. Minutes
 - a. October 2024: motion to approve-Nick, second by Kynthia; all in favor.
- V. Old Business
 - a. Kiwanis Park Pickleball Court Update
 - i) The ribbon cutting for the new courts was held on October 17th. Charles noted that it was an impressive event. Ms. Godbee noted that Fayette County now has a pickleball league.
- VI. New Business
 - a. Youth Association President's Meeting
 - i) Ms. Godbee discussed the following training required for all associations:

- (1) Mandatory Reporting
 - (2) Concussion Training
 - (3) Bullying Prevention
 - (4) Sudden Cardiac Arrest
 - (5) Optional training modules
 - (a) Mental Health in Youth Sports
 - (b) Protecting Young Athletes for Coaches
- ii) Background checks
- (1) Background checks are required at every sports season. If there are multiple seasons, then separate background checks are required for each season/sport.
 - (2) Associations are to ensure they are using the most updated form that has “Code Enforcement” at the top
 - (3) This can be sent electronically to Ms. Godbee via email, but must have a “wet” signature (digital signatures are not acceptable), along with a copy of the person’s driver’s license
 - (4) This documentation is needed before a coach, assistant coach, or team mom steps on the field or is allowed to actively participate
 - (5) The person’s social security number and “race” must be filled out in order to run the background check
 - (6) In the “Purpose” section of the form, include what association this background check is related to, the age group, and the team’s name
 - (a) If the applicant does not know the team’s name, then the applicant can include just the age group
 - (7) If the association utilizes a service such as “Safe Sports” or “Sports Connect,” the association must provide Ms. Godbee a list of applicants that were cleared in these systems
- iii) Code of Conduct (CoC)
- (1) Associations are to develop their own CoC. It is highly recommended that the CoC outlines requirements for the board, coaches, parents, and athletes.
- iv) Concussion Training
- (1) Both the parents and the athletes must complete forms. This form must be kept on file for three years.
- v) Co-Sponsored Events
- (1) A form provided by the Parks Department is needed for all co-sponsored events. These forms are to be turned in to Ms. Godbee at least two (2) weeks prior to the event or tournament.
 - (2) If the event is “sponsored,” a “Special Events” application is required as well. This application is also to be submitted to Ms. Godbee at least two (2) weeks prior to the event.
- vi) Financial Guidelines

(1) At every association board meeting, the following information must be presented:

- (a) Beginning balance
- (b) Monthly revenues
- (c) Monthly expenses
- (d) Ending balance

(2) Meeting minutes should be presented at each associations' board meeting

vii) Vendors

- (1) All vendors are required to submit a "vendor application." This application also is to be submitted to Ms. Godbee at least one (1) month prior to the event. This includes food, t-shirts, goods, etc.
- (2) The "vendor application" is still required if food or goods are given away and not sold.
- (3) Because they are in such close proximity to children, background checks are required for vendors as well.
- (4) Note that grilling is only allowed in designated areas of the park and is not permitted on the fields.

viii) Accident/Incident Forms

- (1) Forms are required to be submitted to the Parks Department within two (2) business days of the incident.

ix) Safety Guidelines

- (1) Associations are required to put together guidelines to respond to cases of emergencies, weather, active shooters, etc.

x) Grievance procedures

- (1) Associations are required to have a grievance procedure, but the actual guidelines are not dictated by the Parks Department. If the grievance is not resolved at the association level, then the grievance can be appealed to the Parks Department for reconciliation.
- (2) The association can check with the league they are affiliated with to see if they have a grievance procedure that can be adopted or implemented.

xi) Other Issues

- (1) Charles noted that any association that has missed tonight's mandatory meeting will be subject to a \$500 fine.
- (2) Charles also mentioned that if an association fails to submit the required background check by the start of the season, the season will not be allowed to start. This includes any submissions from third-party background checks as well.
- (3) Ms. Godbee noted that three things will be needed by all associations by January 31st of each year:
 - (a) A copy of all board members' contact information, including full names and addresses
 - (b) A copy of the association's current by-laws
 - (c) Verification and compliance of the association's non-compliance status

- (4) Ms. Godbee mentioned associations need to submit capital improvement requests to her by January 31st as well. This includes new lights, new fencing, etc.
- (5) Charles noted that if a flag is being flown at night, the association should illuminate the flag.

- b. One of the meeting attendees asked about future plans for Parks and Recreation. Ms. Godbee commented that the old recreation building will be demolished within the next few months. Within the next five years, plans may include pickleball courts at both McCurry and Kenwood Parks, a new passive park off of McDonough Road, and general maintenance and operations items.

VII. Staff Reports

- a. None

VIII. Board Reports

- a. None

IX. Adjournment: Motion- Bobby, Second – Nick, all in favor 7:32 pm

Next Meeting – December 10, 2024, at 6:30 PM