



Agenda
Parks & Leisure Services Advisory Commission
- Regular Meeting September 10, 2026
6:00 PM
Spalding County - Our Legacy Museum
547 North 3rd Street
Griffin, GA 30223

A. OPENING

1. Call to Order
2. Invocation
3. Roll Call

B. ADOPTION OF AGENDA - Action Item

C. MINUTES

1. Consider approval of the August 13, 2026, After Agenda.

D. CITIZEN COMMENTS

Note: Speakers must sign up prior to the meeting and provide their names and addresses. Speakers must direct their remarks to the Advisory Commission. Personal disagreements with individual members or County employees are not a matter of public concern and personal attacks will not be tolerated.

Speakers will be allotted three minutes to speak on their chosen topics as they relate to matters pertinent to the jurisdiction of the Advisory Commission. No questions will be asked by any of the members during citizen comments. Common courtesy and civility are expected at all times during the meeting. No speaker will be permitted to speak more than three minutes or more than once, unless the Advisory Commission votes to suspend this rule.

E. LETTERS AND COMMUNICATIONS

F. OLD BUSINESS

1. Lift from the table: Consider Adopting the Revised Disciplinary Appeals Hearing Procedure. Action Item
2. Lift from the table: Consider recommending a Resolution update to the Board of Commissioners. Action Item
3. Lift from the table: Consider accepting a revised Bain Proctor Award for Volunteerism criteria document. Action Item
4. Lift from the table: Consider recommendation of the Policy Committee for Participant Photography and Personal Device Policy. Action Item

G. NEW BUSINESS

1. Review Senior Center Outdoor Facility Survey, Information Only

2. Review and approve Tyus Baseball Replacement Playground. **Action Item**
3. Review and Approve Sunnyside Park Replacement Tot Lot concept Utilizing Impact Fees. **Action Item**

H. DIRECTOR'S REPORT

1. Parks Director
2. Leisure Services Director

I. LIAISON COMMITTEE REPORTS & COMMISSION MEMBER COMMENTS

J. ADJOURNMENT



**PARKS & LEISURE SERVICES ADVISORY
COMMITTEE**

**Consider approval of the August 13, 2026, After
Agenda.**

Leisure Services

Requesting Agency
Spalding County Parks &

In Compliance with the following Ordinance

Requirement for Board Action

Is this Item Goal Related?

Summary and Background

Fiscal Impact / Funding Source

STAFF RECOMMENDATION

ATTACHMENTS:

[August 2026 PLAC After Agenda.pdf](#)

SPALDING COUNTY PARKS AND LEISURE SERVICES ADVISORY COMMISSION

AFTER AGENDA

DATE: August 13, 2026

LOCATION: Spalding County Senior Center, 885 Memorial Drive, Griffin, GA 30223

A. TIME CALLED TO ORDER: Chairman Tyrone Ward called the meeting to order at 6pm.

Staff present: Public Works Director, TJ Imberger; Kelly Carmichael. Leisure Services Director; Penelope Davis, Deputy Director of Public Works; Horace Shivers, Deputy Director of Leisure Services; Heather Hausser, Museum Manager.

Members Present

- Howard Ayers
- Mary Braun
- Ron Carreker
- Zachary Holmes
- Peter Phelps
- Tyrone Ward
- Gwen Flowers-Taylor

Members Excused

- T.J. McDaniel
- Reese Simmons

Members Absent

- Kenneth Hester
- Kevin Davis

B. PROCLAMATION – Staff requested this be corrected to be Introduction of new staff

C. ADOPTION OF AGENDA – Action Item

- Staff requested that the **Valor Protection Services** presentation be moved later in the meeting because representatives were delayed by traffic.

Motion: Peter Phelps

Second: Mary Braun

Action: Adopt agenda as modified

Vote: Passed 7-0

D. APPROVAL OF MINUTES

Action: Approve previous meeting minutes as presented.

Motion: Peter Phelps

Second: Howard Ayers

Vote: Passed 7-0

E. CITIZEN COMMENTS – None

F. PRESENTATIONS

- Valor Protection Services

G. LETTERS AND COMMUNICATIONS – None

H. OLD BUSINESS

1. SPLOST Projects update. **Information Item**
 - Fairmont Event Center
2. Impact Fees Projects update. **Information Item**
 - Yamacraw Road
3. T-SPLOST Projects update. **Information Item**
4. Programs Report. **Information Item**
5. Improving Neighborhood Outcomes Grant update. **Information Item**
6. Consider adopting the revised Disciplinary Appeals Hearing Procedure. **Action Item**

Staff presented revisions to disciplinary appeal procedures that had been reviewed by legal counsel. Discussion noted there had been no disciplinary appeals requiring committee action since spring sports began.

Action: Table item for additional review

Motion: Commissioner Flowers-Taylor

Second: Mary Braun

Vote: Passed 7-0

I. NEW BUSINESS

1. Consider accepting a revised Bain Proctor Award for Volunteerism criteria document. **(Action Item)**

Action: Table item

Motion: Commissioner Flowers-Taylor

Second: Mary Brown

Vote: Passed 7-0

2. The Construction and Maintenance Committee calls for 2027 CIE/CEP project recommendations. **(Action Item)**

Howard Ayers reviewed both current and future project lists. No questions were raised concerning current projects. Peter Phelps asks for CIE vs. CWP Explanation. Mr. Imberger explained the distinction between:

- Capital Improvements Element (CIE)
- Community Work Program (CWP)

Action: Recommend approval and forward the CIE/CWP package to the Board of Commissioners

Motion: Peter Phelps

Second: Zachary Holmes

Vote: Passed 7-0.

3. Consider the recommendation of the Policy Committee: The Participant Photography and Personal Device Policy. (Action Item)

Action: Table Item

Motion: Commissioner Flowers-Taylor

Second: Howard Ayers

Vote: Passed 7-0

Valor Protection Services Time of Arrival: 6:36 PM

4. Consider a recommendation to contract with Valor Security Services for Football and Baseball Security Services (Action Item)

Action: Forward the Valor Protection Services contract recommendation to the Board of Commissioners for consideration.

Motion: Zachary Holmes

Second: Howard Ayers

Vote: Passed 7-0

J. DIRECTOR'S REPORT

1. Parks Director
2. Leisure Services Director

K. LIAISON COMMITTEE REPORTS & COMMISSION MEMBER COMMENTS

1. Scheduled Liaison Reports
July:

- Senior Services (Braun, Phelps)
- Spalding County Athletic Association (McDaniel, Ayers, Simmons)
- Spalding County Pickleball Association (Phelps, Carreker)

August:

- Youth Programs (Holmes, Hester)
- Griffin Gators Swim Team/Aquatic Center (Ayers, Ward, Carreker)
- Makin' Tracks Travel Club (Braun, Flowers-Taylor)

L. ADJOURNMENT

Action: Adjournment

Motion: Zachary Holmes

Second: Peter Phelps

Vote: Passed 7-0

Meeting adjourned at **8:02 PM**.



**PARKS & LEISURE SERVICES ADVISORY
COMMITTEE**

**Lift from the table: Consider Adopting the Revised Disciplinary Appeals
Hearing Procedure. Action Item**

Requesting Agency

Spalding County Parks & Leisure Services

In Compliance with the following Ordinance

Requirement for Board Action

Is this Item Goal Related?

Summary and Background

Fiscal Impact / Funding Source

STAFF RECOMMENDATION

ATTACHMENTS:

[PLAC Revised Disciplinary Appeals Hearing Procedure.pdf](#)

Spalding County Parks and Leisure Services Advisory Commission

Disciplinary Appeal Hearing Procedures

Effective Date: _____

1. Purpose

This policy establishes standardized procedures for disciplinary appeal hearings involving participant, spectator, and park facility guest matters. The policy ensures due process, consistency, and transparency.

2. Scope

This policy applies to disciplinary appeals involving program participants, facility patrons, volunteers, league members, and other non-employees subject to Spalding County Parks and Leisure Services rules and codes of conduct.

Employee discipline is expressly excluded from the jurisdiction of this committee and is governed by the separate personnel policies and procedures of Spalding County.

In the presence of a law enforcement investigation the participant will remain suspended pending the outcome of their investigation and is exempt from a hearing process. Any pending investigation precludes rights to a hearing.

3. Authority and Jurisdiction

The Disciplinary Committee is authorized to hear and decide appeals of disciplinary actions imposed under Parks and Leisure Services rules. The committee may affirm, modify, or overturn the original disciplinary action but may not increase the severity of discipline.

4. Presumption of Open Meetings

As far as allowed by law, hearings conducted under this policy will be closed to the general public unless a quorum of Parks and Leisure Services Advisory Commission members exists. Witnesses shall be excluded from the hearing until such time as they are needed to testify.

5. Committee Composition and Ethical Standards

Committee members shall be impartial and shall not have participated in the investigation or original disciplinary decision. Conflicts of interest must be disclosed, and members with

conflicts shall recuse themselves. An alternate member of the Parks and Leisure Services Advisory Commission will be selected by the Chairman if needed to have three members on the committee.

6. Suspensions / Investigations

It is the responsibility of Parks and Leisure Services staff to enforce department rules and regulations. Staff are empowered to implement immediate suspensions as needed. If a participant wishes to appeal this action, the supervisor who approved the suspension will notify their manager for further investigation. Appeals must be requested within three (3) working days. That supervisor must begin investigation within three (3) working days of receipt of appeal.

7. Notice of Hearing

Upon completion of a disciplinary investigation, the Leisure Services Director or designee shall notify in writing an individual who is in violation of the Department rules and regulations. Such notice shall be complete upon hand-delivery, certified mailing, or standard overnight delivery. If the alleged violator agrees in writing, notice by email with a delivery receipt shall also be sufficient. The notice shall meet the following requirements:

- (a) The notice shall be dated and shall advise the individual of the specific rule in violation and the applicable suspension and include their right to request a hearing on the Director's determination within five (5) working days after receipt of notice. Notice by certified mail or standard overnight delivery shall be deemed received within three days of being sent.
- (b) The notice shall state that if a hearing is requested, the individual must submit their position in written detail to the Director to include witness statements and witness contact information.
- (c) The notice shall state that the hearing, if requested, shall be before a duly appointed disciplinary committee of the Parks and Leisure Services Advisory Commission.
- (d) The notice shall include a form to request a hearing before the disciplinary committee and shall provide instructions on mailing or delivering such request to the disciplinary committee.
- (e) The appellant shall submit materials or other evidence for the hearing with the form to request a hearing. Evidence not submitted with the request for hearing shall be inadmissible unless otherwise agreed to by the disciplinary committee for good cause shown.

8. Hearing

Upon receiving a request for a hearing as provided hereinabove, the Committee shall set a date for the hearing within five (5) working days after receiving the request. The appellant shall be notified by either hand delivery, standard overnight delivery, by email with a delivery receipt (provided the appellant has agreed to accept notice by email, or certified mail (return receipt requested) of the date, time and place of the hearing. The individual shall be given not less than five (5) working days' notice prior to the date of the hearing.

The Committee shall have opportunity to review all related documentation prior to the hearing.

At the hearing the individual shall be afforded the opportunity to testify and present evidence. Upon the conclusion of the hearing the Committee shall either sustain, modify or overrule the Director's action. The Committee cannot require a more severe punishment than that determined by the Director.

Once the Committee has made its decision, the appellant will be given written notice of the Committee's decision by either hand delivery, standard overnight delivery, by email with a delivery receipt (provided the appellant has agreed to accept notice by email, or certified mail (return receipt requested).

9. Standard Order of Proceedings

1. Chair is selected
2. Call to order: "This is an administrative disciplinary appeal hearing for a non-employee matter. The purpose of this hearing is to determine whether the disciplinary action was consistent with Spalding County Parks and Leisure Services rules."
3. Statement of purpose and decorum rules
4. Staff presentation of the original decision and supporting evidence
5. Appellant presentation
6. Committee questions
7. Rebuttal, if permitted
7. Closing statements
9. Committee deliberation
10. Committee Decision

10. Decision-Making Standards

The Committee shall consider whether the rule was clearly communicated, whether the violation more likely than not occurred, whether procedures were followed, and whether the disciplinary action was reasonable, proportional, and consistent with prior cases.

11. Authorized Outcomes

The Committee may: (1) uphold the disciplinary action, (2) reduce or modify the action, (3) overturn the action.

12. Written Decision

A written decision shall be issued within five (5) working days and shall include findings of fact, policy references, the Committee's rationale, and the decision of the Committee.

13. Finality of Decision

Unless otherwise provided by policy, the Committee's decision shall be final.

14. Confidentiality and Records

Hearing records shall be maintained in accordance with applicable records-retention laws. Confidential information shall be protected to the extent permitted by law.

Form 1: Notice of Disciplinary Appeal Hearing

Appellant Name: _____

Appeal Type (circle one): Volunteer / Patron / Youth Participant

Date of Notice: _____

Hearing Date & Time: _____

Location: _____

Rule(s) Allegedly Violated: _____

Disciplinary Action Appealed: _____

Issued By: _____

Form 2: Hearing Decision

Appellant Name: _____

Committee Decision:

☐ Uphold Discipline

☐ Modify Discipline

☐ Overturn Discipline

Findings and Rationale:

Chair Signature: _____ Date: _____

Committee Members: _____

Spalding County Parks and Leisure Services Advisory Commission

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Employee discipline is expressly excluded from the jurisdiction of this committee and is governed by the separate personnel policies and procedures of Spalding County.

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As far as allowed by law, Hhearings conducted under this policy will be closed to the general public unless a quorum of Parks and Leisure Services Advisory Commission members exists. Witnesses shall be excluded from the hearing until such time as they are needed to testify.

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Committee members shall be impartial and shall not have participated in the investigation or original disciplinary decision. Conflicts of interest must be disclosed, and members with

conflicts shall recuse themselves. An alternate member of the Parks and Leisure Services Advisory Commission will be selected by the Chairman if needed to have three members on the committee.

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The Committee shall have opportunity to review all related documentation prior to the hearing.

At the hearing the individual shall be afforded the opportunity to testify and present evidence. Upon the conclusion of the hearing the Committee shall either sustain, modify or overrule the Director's action. The Committee cannot ~~make-require~~ a more severe punishment than that determined by the Director.

Once the Committee has made its decision, the individual appellant will be given written notice of the Committee's decision by either hand delivery, standard overnight delivery, by email with a delivery receipt (provided the appellant has agreed to accept notice by email), or certified mail (return receipt requested).

9. Standard Order of Proceedings

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2. Call to order: "This is an administrative disciplinary appeal hearing for a non-employee matter. The purpose of this hearing is to determine whether the disciplinary action was consistent with Spalding County Parks and Leisure Services rules."
3. Statement of purpose and decorum rules
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The Committee may: (1) uphold the disciplinary action, (2) reduce or modify the action, (3) overturn the action.

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13. Finality of Decision

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14. Confidentiality and Records

Hearing records shall be maintained in accordance with applicable records-retention laws. Confidential information shall be protected to the extent permitted by law.

~~16. Scripted Hearing Language~~

~~Opening Statement:~~

~~"This is an administrative disciplinary appeal hearing for a non-employee matter. The purpose of this hearing is to determine whether the disciplinary action was consistent with Spalding County Parks and Leisure Services rules."~~

~~17. Hearing Checklists~~

~~Pre-Hearing Checklist:~~

- ~~☐ Confirm Committee jurisdiction~~
- ~~☐ Issue notice of hearing~~
- ~~☐ Confirm member eligibility~~

~~Hearing Day Checklist:~~

- ~~☐ Call meeting to order~~
- ~~☐ Decorum rules stated~~
- ~~☐ Take vote~~

~~Post-Hearing Checklist:~~

- ~~☐ Prepare written decision~~
- ~~☐ Retain records~~
- ~~☐ Notify appellant~~

Form 1: Notice of Disciplinary Appeal Hearing

Appellant Name: _____

Appeal Type (circle one): Volunteer / Patron / Youth Participant

Date of Notice: _____

Hearing Date & Time: _____

Location: _____

Rule(s) Allegedly Violated: _____

Disciplinary Action Appealed: _____

Issued By: _____

Form 2: Hearing Decision

Appellant Name: _____

Committee Decision:

☐ Uphold Discipline

☐ Modify Discipline

☐ Overturn Discipline

Findings and Rationale:

Chair Signature: _____ Date: _____

Committee Members: _____

DRAFT



**PARKS & LEISURE SERVICES ADVISORY
COMMITTEE**

**Lift from the table: Consider recommending a Resolution update to the Board
of Commissioners. Action Item**

Requesting Agency

Spalding County Parks & Leisure Services

In Compliance with the following Ordinance

Requirement for Board Action

Is this Item Goal Related?

Summary and Background

Fiscal Impact / Funding Source

STAFF RECOMMENDATION

ATTACHMENTS:

[PLAC Resolution Update to BOC.pdf](#)



**PARKS AND LEISURE SERVICES
ADVISORY COMMISSION**

RESOLUTION

(Revised June 11, 2026)

RESOLUTION

WHEREAS, the Board of Commissioners of Spalding County, Georgia, as the governing authority of said County, is empowered under and by virtue of the Constitution and the Laws of the State of Georgia to enact, and to amend, the ordinances of Spalding County; and

WHEREAS, this Board of Commissioners now deems it appropriate and in the best interest of the County of Spalding to make certain revisions in the text of the resolution establishing the Spalding County Parks and Leisure Services Commission;

NOW, THEREFORE, BE IT, AND IT IS, HEREBY RESOLVED by the Board of Commissioners of Spalding County, as follows:

Section 1

Purpose: A resolution providing for the establishment of the Spalding County Parks and Leisure Services Advisory Commission (hereinafter referred to as "Commission") for the purpose of assisting with the organization, implementation and review of a county-wide parks and leisure services program; to provide for the duties of the commission; to designate the powers and jurisdiction of said commission; to provide for the composition of said commission, the appointment of members thereof, their terms of office, and their replacement; to provide for the election of officers; to provide for general rules of conduct; to provide for an effective date; and for all other purposes contained herein.

Section 2

Duties:

- A. Spalding County Parks and Leisure Services Advisory Commission: The duties of said commission shall include responsibilities such as to initiate, plan, design and recommend a system of parks, facilities and other spaces which will be necessary to accommodate the public's need and demand for parks and leisure activities; to prepare and develop rules and regulations by which parks and leisure programs may operate; to monitor and evaluate the effectiveness of parks and leisure programs; to advise and recommend ways and means by which parks and leisure programs may be improved or strengthened; to develop new programs and activities as public need may dictate; to develop a system of fees and charges for use of parks and recreation facilities or for participation in parks and recreation programs; and other duties and responsibilities as may be conferred by the Board of Commissioners from time to time.

- B. Spalding County Parks and Public Grounds Department and Leisure Services Department: The primary responsibility for the enforcement of set policies and procedures shall be vested in the Department Heads of Spalding County Parks and Public Grounds and Leisure Services. These employees shall hereafter be referred to as "Director". The Spalding County Parks and Public Grounds Department and Leisure Services Department shall hereafter be referred to as "Department".

Section 3

Powers and Jurisdiction: In order to perform the foregoing duties, the Commission shall have the following authority:

- A. To adjudicate complaints, disputes or other grievances from the public arising out of parks and leisure activities and to conduct such review hearings per Department Rules and Regulations.
- B. To adopt by-laws and other rules of procedure to achieve its purpose and function.
- C. To establish rules governing participation in parks and leisure programs and the consequences for failure to follow aforementioned rules.
- D. To establish rules applicable to Associations.
- E. To evaluate programs and activities which are offered from year to year.

Section 4

Composition and Qualifications:

- A. The Commission shall be representative of the community and shall consist of eleven members who shall be voting residents of Spalding County and who shall serve without compensation. So long as Spalding County leases the public park from the City of Orchard Hill, one member of the Commission may be a resident of Orchard Hill, Georgia. Additionally, one member of the Commission shall be appointed from the Spalding County Board of Commissioners.
- B. It is preferable that proposed appointees have a substantial record of involvement in leisure activities and/or knowledge of the sporting activities governed by the Commission. However, such qualifications are not a requirement for appointment to the Commission but are merely directive in nature.
- C. No member of the Commission shall be an elected officer of any Association that has an active agreement with Spalding County.

Section 5

Appointment of Commission Members:

- A. Each member of the Spalding County Board of Commissioners shall appoint two voting residents of their district to serve on the Commission. Each name will be considered for appointment at a Spalding County Board of Commissioners meeting and voted on by the Board.

Section 6

Term of Office of Commission Members:

- A. The terms of office of the members of the Commission shall be for two years, as approved by the vote of the Spalding County Board of Commissioners. provided that the members who hold an odd-numbered seat shall serve terms which will expire on December 31, 1995, and the terms of those members who hold an even-numbered seat would expire on December 31, 1996. Thereafter, the terms of all members shall be for a period of two years. Members whose terms have expired shall continue to serve as members until their successors have been appointed.
- B. Reappointment shall be unrestricted.

Section 7

Replacement of Commission Members:

- A. The Board of Commissioners shall appoint voting residents of Spalding County to fill vacancies.

Section 8

Election of Officers:

- A. The Commission shall elect from its membership a Chair and Vice-Chair and other officers as may be desired. A Secretary shall be appointed by the Commission from membership or Department staff. Officers shall be elected on a calendar-year basis and may be re-elected for succeeding terms.
- B. Duties and Responsibilities of Chair:
 - 1. The Chair of the Committee shall be the presiding officer and conduct all meetings of the Commission.
 - 2. The Chair of the Commission shall only vote in the case of a tie.
 - 3. The Chair shall appoint committees as necessary to carry out the responsibilities of the Commission.
 - 4. At the first meeting of the calendar year, the Chair shall appoint three Commission members to the disciplinary committee for the purpose of hearing and adjudicating disciplinary cases or for the purposes of reviewing disciplinary recommendations presented to the Commission by the Director. Members will refer to Department Disciplinary Appeal Hearing Procedures as approved by the Commission.
 - 5. At the first meeting of the calendar year, the Chair shall appoint no less than

two Commission members to serve as a liaison to the programmatic areas laid out by the Commission in the Liaison Procedures as approved by the Commission.

6. At the first meeting of the calendar year, the Chair shall appoint all members to serve on at least one standing committee (Disciplinary, Construction and Projects, Policy, and Finance). . In the event of a vacant appointment, the Chairman or Vice-Chairman will assume the committee vacancy until the new Commission member is appointed.

C. Duties and Responsibilities of Vice-Chair:

1. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair.

D. Duties and Responsibilities of Secretary:

1. The Secretary shall keep a record of minutes of the meetings of the Commission, have custody of its books and records, (which shall be housed at the office of the Director,) give notices to members of meetings, and shall attend to such other duties as may be assigned by the Commission.

Section 9

Removal of Commission Members:

A. Cause of Removal:

1. Absence from three (3) consecutive meetings without prior two (2) hours notification to the Department.
2. Violations of Department Rules and Regulations.

B. Procedure for Removal:

1. In cases of excessive unexcused absences, such fact shall be noted in the minutes of the Commission and the minutes shall reflect the effective date of removal due to said absences.
2. In all other cases of removal, the cause of removal shall be presented to the Commission, at which time the member under review shall have the right to a hearing. The hearing shall be conducted in accordance with Department Rules and Regulations.

Removal of a member shall be upon the recommendation of a

quorum of the Commission, after a review hearing if a hearing is requested by the member under review. A minimum of seven (7) commission members shall vote on removal by way of secret ballot. If a majority of the commission members vote to remove the member under review, the Commission shall then recommend removal and replacement of the member under review to the Spalding County Board of Commissioners.

Section 10

Meetings:

- A. Regular meetings of the Commission shall be held on the second Thursday of the month at 6:00 p.m., or at such other time as the Chair may elect.
- B. Special meetings of the Commission may be held at any time at the call of the Chair of the Commission, or at the call of the Director, or by a majority of the members of the Commission.
- C. Parliamentary Procedures:
 - 1. Robert's Rules of Order will be used to provide guidance in matters of voting and parliamentary procedure.
 - 2. Voting Abstentions- Commission Members shall vote on all motions unless the Member has a conflict of interest which would prevent him from making a decision in a fair and legal manner. If a conflict of interest does exist, the Commission Member shall explain for record his decision to abstain on any vote. Abstention without a legal reason shall be deemed a vote in the affirmative.

Section 11

Quorum: It shall be necessary that a quorum of five members be present to conduct a meeting.

Section 12

Park Rules and Regulations: The Commission shall adhere to and enforce the Department Rules and Regulations.

Section 13

Repeal of Conflicting Resolutions and Effective Date: That the within Resolution shall be and become effective upon its final adoption and that all other ordinances and resolutions in conflict herewith be, and the same are, hereby repealed.

The foregoing Resolution may be amended from time to time as may be deemed

appropriate.



**PARKS AND LEISURE SERVICES
ADVISORY COMMISSION**

RESOLUTION

(Revised February 19, 2024)

RESOLUTION

WHEREAS, the Board of Commissioners of Spalding County, Georgia, as the governing authority of said County, is empowered under and by virtue of the Constitution and the Laws of the State of Georgia to enact, and to amend, the ordinances of Spalding County; and

WHEREAS, this Board of Commissioners now deems it appropriate and in the best interest of the County of Spalding to make certain revisions in the text of the resolution establishing the Spalding County Parks and Leisure Services Commission;

NOW, THEREFORE, BE IT, AND IT IS, HEREBY RESOLVED by the Board of Commissioners of Spalding County, as follows:

Section 1

Purpose: A resolution providing for the establishment of the Spalding County Parks and Leisure Services Advisory Commission (hereinafter referred to as "Commission") for the purpose of assisting with the organization, implementation and review of a county-wide parks and leisure services program; to provide for the duties of the commission; to designate the powers and jurisdiction of said commission; to provide for the composition of said commission, the appointment of members thereof, their terms of office, and their replacement; to provide for the election of officers; to provide for general rules of conduct; to provide for an effective date; and for all other purposes contained herein.

Section 2

Duties:

- A. **Spalding County Parks and Leisure Services Advisory Commission:** The duties of said commission shall include responsibilities such as to initiate, plan, design and recommend a system of parks, facilities and other spaces which will be necessary to accommodate the public's need and demand for parks and leisure activities; to prepare and develop rules and regulations by which parks and leisure programs may operate; to monitor and evaluate the effectiveness of parks and leisure programs; to advise and recommend ways and means by which parks and leisure programs may be improved or strengthened; to develop new programs and activities as public need may dictate; to develop a system of fees and charges for use of parks and recreation facilities or for participation in parks and recreation programs; and other duties and responsibilities as may be conferred by the Board of Commissioners from time to time.
- B. **Spalding County Parks and Public Grounds Department and Leisure Services Department:** The primary responsibility for the enforcement of set policies and procedures shall be vested in the Department Heads of Spalding County Parks and Public Grounds and Leisure Services. These employees shall hereafter be referred to as "Director". The Spalding County Parks and Public Grounds Department and Leisure Services Department shall hereafter be referred to as "Department".

-2-

Revised February 19, 2024

Section 3

Powers and Jurisdiction: In order to perform the foregoing duties, the Commission shall have the following authority:

- A. To adjudicate complaints, disputes or other grievances from the public arising out of parks and leisure activities and to conduct such review hearings per Department Rules and Regulations.
- B. To adopt by-laws and other rules of procedure to achieve its purpose and function.
- C. To establish rules governing participation in parks and leisure programs and the consequences for failure to follow aforementioned rules.
- D. To establish rules applicable to ~~Athletic~~ Associations.
- E. To evaluate programs and activities which are offered from year to year.

Section 4

Composition and Qualifications:

- A. The Commission shall be representative of the community and shall consist of eleven members who shall be voting residents of Spalding County and who shall serve without compensation. So long as Spalding County leases the public park from the City of Orchard Hill, one member of the Commission may be a resident of Orchard Hill, Georgia. Additionally, one member of the Commission shall be appointed from the Spalding County Board of Commissioners.
- B. It is preferable that proposed appointees have a substantial record of involvement in leisure activities and/or knowledge of the sporting activities governed by the Commission. However, such qualifications are not a requirement for appointment to the Commission but are merely directive in nature.
- C. No member of the Commission shall be an elected officer of any ~~Athletic~~ Association that has an active agreement with Spalding County.

Section 5

Appointment of Commission Members:

- A. Each member of the Spalding County Board of Commissioners shall appoint two voting residents of their district to serve on the Commission. Each name will be considered for appointment at a Spalding County Board of Commissioners meeting and voted on by the Board.

Section 6

Term of Office of Commission Members:

- A. The terms of office of the members of the Commission shall be for two years, as approved by the vote of the Spalding County Board of Commissioners. provided that the members who hold an odd-numbered seat shall serve terms which will expire on December 31, 1995, and the terms of those members who hold an even-numbered seat would expire on December 31, 1996. Thereafter, the terms of all members shall be for a period of two years. Members whose terms have expired shall continue to serve as members until their successors have been appointed.
- B. Reappointment shall be unrestricted.

Section 7

Replacement of Commission Members:

- A. The Board of Commissioners shall appointment voting residents of Spalding County to fill vacancies.

Section 8

Election of Officers:

- A. The Commission shall elect from its membership a Chairman and Vice-Chairman and other officers as may be desired. A Secretary shall be appointed by the Commission from membership or Department staff. Officers shall be elected on a calendar-year basis and may be re-elected for succeeding terms.
- B. Duties and Responsibilities of Chairman:
 - 1. The Chairman of the Committee shall be the presiding officer and conduct all meetings of the Commission.
 - 2. The Chairman of the Commission shall only vote in the case of a tie.
 - 3. The Chairman shall appoint committees as necessary to carry out the responsibilities of the Commission.
 - 4. At the Chairman's first meeting of the calendar year, the Chair shall appoint three Commission members to the disciplinary committee for the purpose of hearing and adjudicating disciplinary cases or for the purposes of reviewing disciplinary recommendations presented to the Commission by the Director. Members will refer to Department ~~Rules and Regulations for hearing procedures.~~ Disciplinary Appeal Hearing Procedures as approved

-4-

by the Commission.

5. At the ~~Chairman's~~ first meeting of the calendar year, the Chair shall appoint ~~to each association~~ no less than two Commission members to serve as a liaison to the programmatic areas laid out by the Commission in the Liaison Procedures as approved by the Commission. ~~A liaison communicates with and facilitates a close working relationship between the association and the Commission by attending their regular meetings, elections and programs.~~

- (a) ~~The role of the liaison is to serve as a link between an association and the Advisory Commission; to maintain communication with an association; to connect an association to what they need; to network and link an association with needed resources; to serve as an advocate; to help resolve conflicts and disputes; and to advise.~~

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6. ~~At the Chairman's first meeting of the calendar year, the Chair shall~~ appoint all members to serve on at least one standing committee (Disciplinary, Construction and Projects, Policy, and Finance). ~~The number of members on each standing committee shall always be less than quorum.~~ In the event of a vacant appointment, the Chairman or Vice-Chairman will assume the committee vacancy until the new Commission member is appointed.

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C. Duties and Responsibilities of Vice-Chair~~man~~:

1. The Vice-Chair~~man~~ shall perform the duties of the Chair~~man~~ in the absence of the Chair~~man~~.

D. Duties and Responsibilities of Secretary:

1. The Secretary shall keep a record of minutes of the meetings of the Commission, have custody of its books and records, (which shall be housed at the office of the Director,) give notices to members of meetings, and shall attend to such other duties as may be assigned by the Commission.

Section 9

Removal of Commission Members:

A. Cause of Removal:

1. Absence from three (3) consecutive meetings without prior two (2) hours notification to the Department.
2. Violations of Department Rules and Regulations.

-5-

B. Procedure for Removal:

1. In cases of excessive unexcused absences, such fact shall be noted in the minutes of the Commission and the minutes shall reflect the effective date of removal due to said absences.
2. In all other cases of removal, the cause of removal shall be presented to the Commission, at which time the member under review shall have the right to a hearing. The hearing shall be conducted in accordance with Department Rules and Regulations.

~~(a) Upon conclusion of the review hearing, a minimum of seven (7) commission members shall vote on removal by way of secret ballot.~~

~~(b) Removal of a member shall be upon the recommendation of a quorum of the Commission, after a review hearing if a hearing is requested by the member under review. A minimum of seven (7) commission members shall vote on removal by way of secret ballot. If a majority of the commission members vote to remove the member under review, the Commission shall then recommend removal and replacement of the member under review to the Spalding County Board of Commissioners.~~

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Section 10

Meetings:

- A. Regular meetings of the Commission shall be held on the second Thursday of the month at 6:00 p.m., or at such other time as the Chair~~man~~ may elect.
- B. Special meetings of the Commission may be held at any time at the call of the Chair~~man~~ of the Commission, or at the call of the Director, or by a majority of the members of the Commission.
- C. Parliamentary Procedures:
 1. Robert's Rules of Order will be used to provide guidance in matters of voting and parliamentary procedure.
 2. Voting Abstentions- Commission Members shall vote on all motions unless the Member has a conflict of interest which would prevent him from making a decision in a fair and legal manner. If a conflict of interest does exist, the Commission Member shall explain for record his decision to abstain on any vote. Abstention without a legal reason shall be deemed a vote in the affirmative.

Section 11

Quorum: It shall be necessary that a quorum of five members be present to conduct a meeting.

Section 12

Park Rules and Regulations: The Commission shall adhere to and enforce the Department Rules and Regulations.

Section 13

Repeal of Conflicting Resolutions and Effective Date: That the within Resolution shall be and become effective upon its final adoption and that all other ordinances ~~or~~ and resolutions in conflict herewith be, and the same are, hereby repealed.

The foregoing Resolution may be amended from time to time as may be deemed appropriate.

**Lift from the table: Consider accepting a revised Bain Proctor Award for
Volunteerism criteria document. Action Item**

Requesting Agency

Spalding County Parks & Leisure Services

In Compliance with the following Ordinance

Requirement for Board Action

Is this Item Goal Related?

Summary and Background

Fiscal Impact / Funding Source

STAFF RECOMMENDATION

ATTACHMENTS:

[PLAC Bain Proctor Award for Volunteerism criteria.pdf](#)

The Bain Proctor Award for Volunteerism

7/2026

Purpose of the Award

The Bain Proctor Award for Volunteerism represents the highest honor presented annually by the Spalding County Board of Commissioners. The award honors and recognizes a Spalding County resident whose extraordinary volunteer service, leadership, and commitment have made a meaningful and lasting impact on the community.

Honoring the Legacy of Bain Proctor

Named in honor of Bain Proctor, a respected community leader and dedicated volunteer, the award reflects the values he exemplified throughout a lifetime of service. Known for his vision, leadership, and passion for improving the quality of life in Spalding County, Proctor inspired countless volunteer efforts, including his leadership in the development and stewardship of Volunteer Park in Griffin, Spalding County, Georgia.

A Record of Dedicated Public Service

Throughout his service as a City Commissioner, Mayor, County Commissioner, and Chair, Proctor championed initiatives that strengthened the community and enhanced opportunities for residents. He believed in the power of volunteerism to bring people together and create lasting change, leading by example through both public service and personal involvement.

Recognizing Exceptional Volunteer Impact

The Bain Proctor Award for Volunteerism recognizes individuals who embody these same ideals through extraordinary volunteer service. Recipients demonstrate exceptional dedication to developing, sustaining, and enhancing programs, facilities, services, and opportunities that enrich the lives of Spalding County residents. Their contributions strengthen the community and inspire others to serve.

The Standard of Volunteer Excellence

As Spalding County's premier volunteer award, this recognition celebrates those whose selfless efforts extend beyond ordinary service and leave a lasting legacy. The award serves as both a tribute to Bain Proctor's enduring example and a recognition of the vital role volunteers play in building a stronger, more vibrant community.

Nominations

Nomination packets must be submitted to the Director of Spalding County Leisure Services or their designee on or before **March 1** of each year.

A complete nomination packet must be submitted by the nominator(s) and shall include the following:

1. Nomination Packet Checklist
2. Cover Page containing:
 - Name and address of volunteer being nominated
 - Name address and phone number of person submitting the nomination
 - Name of the nominating association or organization, if applicable
3. Completed application documenting the nominee's volunteer service and contributions to Spalding County and its residents
4. Two (2) letters of support
5. A recent photograph of the volunteer

Selection Process

The recipient of the Bain Proctor Award for Volunteerism will be selected by a panel of six (6) judges consisting of: One (1) member of the Spalding County Board of Commissioners

- One (1) member of the Spalding County Parks and Leisure Services Advisory Commission
- The previous year's Bain Proctor Award recipient
- Three (3) at-large residents of Spalding County

The selection panel will evaluate nominees based on the significance, impact, sustainability, and overall benefit of their volunteer contributions to the citizens of Spalding County.

Award Presentation

The Bain Proctor Award for Volunteerism will be presented annually by a representative of Spalding County Leisure Services, or their designee, during a regularly scheduled meeting of the Spalding County Board of Commissioners in conjunction with National Volunteer Week, observed each April as proclaimed by the President of the United States.

Efforts will be made to include members of the Bain Proctor family in the presentation ceremony. Recognition of the recipient will also include appropriate media, social media, and website coverage to celebrate outstanding volunteer service and promote community engagement throughout Spalding County.

Bain Proctor Award for Volunteerism Nomination Form

Nominee Information

- Name:
- Address:
- Phone:
- Email:
- Occupation (optional):
- Organization(s) Served:

Submitter Information

- Name:
- Organization (if applicable):
- Relationship to Nominee:
- Phone:
- Email:

Community Impact (30 Points)

How is the community better because of this volunteer's service?

Please describe:

- Who has benefited from the volunteer's service?
- What needs or challenges were addressed?
- How many individuals, groups, or organizations were impacted?
- What measurable results or outcomes were achieved?
- What long-term benefits continue today?

Response:

Leadership & Initiative (20 Points)

Describe how the nominee has demonstrated leadership through volunteer service.

Please include examples of:

- Projects, programs, or events the volunteer initiated
- Leadership roles held
- Committees chaired or organized
- Volunteers recruited or coordinated
- Innovative ideas or improvements introduced

Response:

Commitment & Longevity of Service (20 Points)

Describe the nominee's history of volunteer service.

Please provide:

- Years of volunteer service
- Organizations served
- Frequency of involvement
- Major volunteer roles held
- Examples of sustained commitment over time

Response:

Community Enhancement (15 Points)

List projects, programs, facilities, initiatives, and events for which the volunteer has contributed time, talents, and resources.

For each activity, please provide:

Project/Event Name:

- Organization:
- Year(s):
- Volunteer Role:
- Contributions:
- Community Impact:

(Repeat as needed.)

Volunteer Spirit & Inspiration (15 Points)

How has the nominee inspired others to serve?

Please describe:

- Mentorship of volunteers or community members
- Efforts to recruit or engage others
- Examples of teamwork and collaboration
- Ways the nominee serves as a role model
- Lasting influence on volunteerism in the community

Response:

Bain Proctor Legacy

Why is this individual deserving of the Bain Proctor Award for Volunteerism?

Please explain how this volunteer exemplifies the values associated with Bain Proctor, including:

- Selfless service
- Leadership
- Community engagement
- Vision and initiative
- Lasting impact on Spalding County

Response:

Required Attachments

- | | |
|--|---|
| ☐ Cover Sheet | ☐ Photograph of Nominee |
| ☐ Completed Nomination Form | ☐ Additional Supporting Materials (Optional) |
| ☐ Two Letters of Support | |

Certification

I certify that the information provided in this nomination is accurate to the best of my knowledge.

Submitter Signature: _____ **Date:** _____

DRAFT

Bain Proctor Award for Volunteerism

Judge's Evaluation Scorecard

Nominee: _____

Date: _____

Judge: _____

1. Community Impact (0-30 Points)

Extent to which the nominee's volunteer service has made a meaningful and lasting difference in Spalding County.

- 30 = Exceptional, county-wide or transformational impact
- 25 = Significant impact on multiple groups or programs
- 20 = Strong impact with clear benefits
- 15 = Moderate impact
- 10 = Limited impact
- 5 = Minimal impact
- 0 = Insufficient evidence

Score: _____ / 30

2. Leadership & Initiative (0-20 Points)

Ability to lead, organize, innovate, motivate others, and advance volunteer efforts.

- 20 = Exceptional leadership and vision
- 15 = Consistent and effective leadership
- 10 = Demonstrated leadership in some activities
- 5 = Limited leadership role
- 0 = No evidence provided

Score: _____ / 20

3. Commitment & Longevity of Service (0-20 Points)

Demonstrated dedication through sustained volunteer involvement.

- 20 = Long-term exceptional commitment
- 15 = Strong and consistent service
- 10 = Moderate commitment
- 5 = Limited duration or involvement
- 0 = Insufficient evidence

Score: _____ / 20

4. Community Enhancement (0-15 Points)

Contribution to developing, improving, sustaining, or expanding programs, facilities, services, or opportunities for residents.

- 15 = Significant and lasting enhancement
- 10 = Meaningful improvements
- 5 = Positive contribution
- 0 = Insufficient evidence

Score: _____ / 15

5. Volunteer Spirit & Inspiration (0-15 Points)

Demonstrates selfless service and inspires others to become involved in the community.

- 15 = Outstanding ambassador for volunteerism
- 10 = Frequently inspires and engages others
- 5 = Demonstrates positive volunteer values
- 0 = Insufficient evidence

Score: _____ / 15

Summary

Evaluation Category	Maximum Points	Score
Community Impact	30	_____
Leadership & Initiative	20	_____
Commitment & Longevity	20	_____
Community Enhancement	15	_____
Volunteer Spirit & Inspiration	15	_____
TOTAL	100	_____

Judge Recommendation

- ☐ Strongly Recommend
- ☐ Recommend
- ☐ Recommend with Reservations

☐ Do Not Recommend

Judge Signature: _____ **Date:**

DRAFT

**Lift from the table: Consider recommendation of the Policy Committee for
Participant Photography and Personal Device Policy. Action Item**

Requesting Agency

Spalding County Parks & Leisure Services

In Compliance with the following Ordinance

Requirement for Board Action

Is this Item Goal Related?

Summary and Background

Fiscal Impact / Funding Source

STAFF RECOMMENDATION

ATTACHMENTS:

[PLAC Participant Photography and Personal Device Policy 7.2026.pdf](#)

Participant Photography and Personal Device Policy (7-2026)

Purpose

To protect participant privacy, confidentiality, and dignity, employees, volunteers, contractors, interns, and program staff shall comply with the following requirements regarding photography, video recording, and use of personal electronic devices.

Personal Device Restrictions

- Staff shall not use personal cell phones, tablets, smart watches, cameras, Meta Glasses or other personal electronic devices to photograph, video record, or store images of participants.
- Participant photographs may only be taken using county-issued equipment and only for authorized program purposes and with required consent.
- Participant images shall not be transmitted, shared, posted, texted, emailed, uploaded, or stored on personal devices, personal accounts, or personal cloud storage platforms.
- Staff shall not use participant images for personal, social media, or non-county purposes.

Prohibited Photography Areas

ABSOLUTELY NO PHOTOS OR VIDEO RECORDINGS ARE PERMITTED IN PRIVATE AREAS. No consent can be given for photos in private areas.

- Restrooms
- Locker rooms
- Changing areas
- Shower facilities
- Medical treatment areas
- Any area where participants have a reasonable expectation of privacy

Participant Consent

Written consent from the participant or parent/legal guardian must be obtained before photographs or videos are taken for authorized county purposes. Staff shall honor all photo opt-out requests.

Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment, volunteer dismissal, or other corrective action as permitted by county policy.



**PARKS & LEISURE SERVICES ADVISORY
COMMITTEE**

**Review Senior Center Outdoor Facility Survey, Information
Only**

**Requesting
Agency**

Spalding County Parks & Leisure Services

In Compliance with the following Ordinance

Requirement for Board Action

Is this Item Goal Related?

Summary and Background

Fiscal Impact / Funding Source

STAFF RECOMMENDATION

ATTACHMENTS:



**PARKS & LEISURE SERVICES ADVISORY
COMMITTEE**

**Review and approve Tyus Baseball Replacement Playground. Action
Item**

Requesting Agency

Spalding County Parks & Leisure Services

In Compliance with the following Ordinance

Requirement for Board Action

Is this Item Goal Related?

Summary and Background

Fiscal Impact / Funding Source

STAFF RECOMMENDATION

ATTACHMENTS:

[PLAC.645-186213B_Tyus Baseball_3D_Poster.jpg](#)

[PLAC.645-186213B_Tyus Baseball_3D_Poster5.jpg](#)



UPRIGHT RED ACCENT BUTTERFLYDOOR DECK BLUE PLASTIC NET & SPRING HOPE PURPLE HOPEAC TAN SHADE TAN ROOF SKY BLUE CABLE BLACK MAXIMIZER TAN

TYUS BASEBALL **SPALDING COUNTY**

645-562138

PLEASE NOTE: RENDERINGS ARE FOR VISUAL PURPOSES ONLY. ANY PRODUCTS AND/OR SITE DETAILS DEVIATE FROM SUBJECT TO CHANGE WITHOUT NOTICE.



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CONSTRUCTION, TX (940)
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UPRIGHT RED ACCENT BUTTERFLY BLUE DECK BLUE PLASTIC NET & SPRING ROPE PURPLE HOPEAC TAN SHADE TAN ROOF TAN BLUE CABLE BLACK MAXIMIZER TAN

TYUS BASEBALL **SPALDING COUNTY**

645-562138

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**PARKS & LEISURE SERVICES ADVISORY
COMMITTEE**

**Review and Approve Sunnyside Park Replacement Tot Lot concept Utilizing
Impact Fees. Action Item**

Requesting Agency

Spalding County Parks & Leisure Services

In Compliance with the following Ordinance

Requirement for Board Action

Is this Item Goal Related?

Summary and Background

Fiscal Impact / Funding Source

STAFF RECOMMENDATION

ATTACHMENTS:

[PLAC.645-186224_Sunny_Side_Park - 3DS.jpg](#)

[PLAC.645-186224_Sunny_Side_Park - 3DS3.jpg](#)



UPRIGHT RED ACCENT BEIGE DECK BROWN PLASTIC BEIGE/BLUE HOPE BEIGE HOPE/C BEIGE/GREEN SHADE N/A ROOF BLUE CABLE N/A MAXIPEX N/A

SUNNY SIDE PARK
SUNNY SIDE, GA

645-386234

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SUNNY SIDE PARK

SUNNY SIDE, GA

645-186224

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