



**City of Roswell
Meeting Minutes
Roswell Recreation Commission
Regular Meeting**

**David Smith, Chair
Erica Davis, Vice Chair
Amour Carthy
Cliff Dittmore
Jose Gonzales
Erica Lowman
William Strika**

| | | |
|-----------------------------------|----------------|--------------------------------|
| Thursday, November 6, 2025 | 7:30 PM | Adult Recreation Center |
|-----------------------------------|----------------|--------------------------------|

****Possible Quorum of Mayor and City Council****

Call to Order

The meeting was called to order at 6:56 PM by Chair David Smith
Chair David Smith: Present, Vice Chair Erica Davis: Late (7:10 PM), Amour Carthy:
Present, Cliff Dittmore: Absent, Commissioner Jose Gonzales: Present, Erica Lowman:
Present, Commissioner William Strika: Present.

Approval of Minutes

1. Consideration to Approve 10.2.25 Minutes

| | |
|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Erica Lowman |
| SECONDER: | William Strika, Commissioner |
| IN FAVOR: | Smith, Carthy, Gonzales, Lowman, Strika |
| ABSENT: | Erica Davis, Cliff Dittmore |

Agenda Items

2. Approval of the New Booster Club - Friends of the CAC

| | |
|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | William Strika, Commissioner |
| SECONDER: | Erica Lowman |
| IN FAVOR: | Smith, Carthy, Gonzales, Lowman, Strika |
| ABSENT: | Erica Davis, Cliff Dittmore |

3. Approval of the updated bylaw procedures for Roswell Dance Starz.

| | |
|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | William Strika, Commissioner |
| SECONDER: | Jose Gonzales, Commissioner |
| IN FAVOR: | Smith, Carthy, Gonzales, Lowman, Strika |
| ABSENT: | Erica Davis, Cliff Dittmore |

4. Approval of the updated bylaw procedures for Roswell Youth Theatre.

| | |
|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | William Strika, Commissioner |
| SECONDER: | Amour Carthy |
| IN FAVOR: | Smith, Carthy, Gonzales, Lowman, Strika |
| ABSENT: | Erica Davis, Cliff Dittmore |

5. Approval of the updated bylaw procedures for The Clay Collective.

| | |
|------------------|---|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVER: | Amour Carthy |
| SECONDER: | Jose Gonzales, Commissioner |
| IN FAVOR: | Smith, Carthy, Gonzales, Lowman, Strika |
| ABSENT: | Erica Davis, Cliff Dittmore |

Director's Report

Director Malone discussed the completion of the FY26 budget. He recapped the Youth Day celebration, the upcoming transformation of the Crabapple tennis court to Pickleball courts, the upcoming Riverside Park project, and the Liberty Square project.

Chair Report - David Smith

Information Items

6. Capital Project List 11.6.25
7. Upcoming Meetings 11.6.25 -Roswell Recreation Commission Work Session- Thursday, December 4, 2025, at 6:30 pm at the Adult Recreation Center -Roswell Recreation Commission Meeting- Thursday, December 4, 2025, immediately following the Work Session

Friends of the Roswell Parks

Adjournment

The meeting was adjourned at 7:35 PM

DRAFT



City of Roswell
Roswell Recreation Commission
AGENDA ITEM REPORT

ID # - 10170

MEETING DATE: November 6, 2025
DEPARTMENT: Roswell Recreation Commission
ITEM TYPE: Minutes

Consideration to Approve 10.2.25 Minutes

INFORMATIONAL UPDATE:
Commission Vote

STAFF RECOMMENDATION:
Approval



**City of Roswell
Meeting Minutes
Roswell Recreation Commission
Regular Meeting**

David Smith, Chair
Erica Davis, Vice Chair
Amour Carthy
Cliff Dittmore
Jose Gonzales
Erica Lowman
William Strika

Thursday, October 2, 2025 Following the Work Session Adult Recreation Center

****Possible Quorum of Mayor and City Council****

Call to Order

The meeting was called to order at 6:32 PM by Chair David Smith
Chair David Smith: Present, Vice Chair Erica Davis: Absent, Amour Carthy: Late (6:35 PM), Cliff Dittmore: Present, Commissioner Jose Gonzales: Present, Erica Lowman: Present, Commissioner William Strika: Present.

Approval of Minutes

1. **Consideration to Approve 8.7.25 Minutes**

| | |
|------------------------------|---|
| RESULT: | APPROVED [5 TO 0] |
| MOVER: | Erica Lowman |
| SECONDER: | Jose Gonzales, Commissioner |
| IN FAVOR: | Smith, Dittmore, Gonzales, Lowman, Strika |
| ABSENT: | Erica Davis |
| NOT PRESENT FOR VOTE: | Amour Carthy |

Director's Report

2. **2025 Youth Day Parade Information.**

Director Malone discussed upcoming projects, the 2026 budget, and the 10/1/2025 Budget Workshop.

Attachment: 10.2.25 Brief Minutes DRAFT (Approval of Minutes 10.2.25)

RESULT: DISCUSSED

Chair Report - David Smith

Information Items

3. Capital Project List 10.2.25
4. Upcoming Meetings 10.2.25 -Roswell Recreation Commission Work Session- Thursday, November 6, 2025, at 6:30 pm at the Adult Recreation Center -Roswell Recreation Commission Meeting- Thursday, November 6, 2025, immediately following the Work Session

Friends of the Roswell Parks

Adjournment

The meeting was adjourned at 7:40 PM

DRAFT

Attachment: 10.2.25 Brief Minutes DRAFT (Approval of Minutes 10.2.25)



City of Roswell
Roswell Recreation Commission
AGENDA ITEM REPORT

ID # - 10164

MEETING DATE: November 6, 2025
DEPARTMENT: Roswell Recreation Commission
ITEM TYPE: Approval

Approval of the New Booster Club - Friends of the CAC

INFORMATIONAL UPDATE

Approval

ITEM DETAILS

Friends of the CAC - Roswell Cultural Arts Center seeks permission to add a booster club to support community engagement and performance opportunities at Roswell Cultural Arts Center.

Friends of the CAC will offer a dedicated, donor-facing fund that supports the City's art and cultural initiatives and programming. Establishment of this organization, supported by the Friends of the Roswell Parks 501(c)(3) status, would make philanthropic giving simpler, tax-advantaged, and more attractive to individuals, foundations, and corporate sponsors who wish to support world-class performing arts programming and creative community engagement.

FINANCIAL IMPACT

N/A

STAFF RECOMMENDATION

Review the justification for adding a "Friends of the CAC" and approve the group's charter inclusion under the Friends of Roswell Parks non-profit umbrella.



City of Roswell
Roswell Recreation Commission
AGENDA ITEM REPORT

ID # - 10165

MEETING DATE: November 6, 2025
DEPARTMENT: Roswell Recreation Commission
ITEM TYPE: Approval

Approval of the updated bylaw procedures for Roswell Dance Starz.

INFORMATIONAL UPDATE

Approval

ITEM BACKGROUND

The Bylaw Procedure, previously approved by the Recreation Commission, was written to ensure that affiliated booster organizations operate consistently.

The Cultural Arts Manager presented the procedure to all the existing Cultural Arts booster organizations in separate meetings, explaining the goals and expectations of the procedure.

The boosters independently wrote or revised their respective bylaws and submitted them to me for approval.

After vetting all the submitted bylaws according to the procedure, I returned them to the boards for their final edits.

After vetting the final edits, the bylaws presented were sent to the Friends of the Roswell Parks board for approval on October 10, 2025.

ITEM DETAILS

Final bylaw submission for Roswell Dance Starz

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Updated: 11/4/2025 9:16 AM

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Agenda Item (ID # 10165)

Approval



City of Roswell
Roswell Recreation Commission
AGENDA ITEM REPORT

ID # - 10166

MEETING DATE: November 6, 2025
DEPARTMENT: Roswell Recreation Commission
ITEM TYPE: Approval

Approval of the updated bylaw procedures for Roswell Youth Theatre.

INFORMATIONAL UPDATE

Approval

ITEM BACKGROUND

The Bylaw Procedure, previously approved by the Recreation Commission, was written to ensure that affiliated booster organizations operate consistently.

The Cultural Arts Manager presented the procedure to all the existing Cultural Arts booster organizations in separate meetings, explaining the goals and expectations of the procedure.

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ITEM DETAILS

Final bylaw submission for Roswell Youth Theatre

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Updated: 11/4/2025 9:13 AM

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Agenda Item (ID # 10166)

Approval



City of Roswell
Roswell Recreation Commission
AGENDA ITEM REPORT

ID # - 10167

MEETING DATE: November 6, 2025
DEPARTMENT: Roswell Recreation Commission
ITEM TYPE: Approval

Approval of the updated bylaw procedures for The Clay Collective.

INFORMATIONAL UPDATE

Approval

ITEM BACKGROUND

The Bylaw Procedure, previously approved by the Recreation Commission, was written to ensure that affiliated booster organizations operate consistently.

The Cultural Arts Manager presented the procedure to all the existing Cultural Arts booster organizations in separate meetings, explaining the goals and expectations of the procedure.

The boosters independently wrote or revised their respective bylaws and submitted them to me for approval.

After vetting all the submitted bylaws according to the procedure, I returned them to the boards for their final edits.

After vetting the final edits, the bylaws presented were sent to the Friends of the Roswell Parks board for approval on October 10, 2025.

ITEM DETAILS

Final bylaw submission for The Clay Collective

FINANCIAL IMPACT

None

STAFF RECOMMENDATION

Updated: 11/4/2025 9:15 AM

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Agenda Item (ID # 10167)

Approval



City of Roswell
Roswell Recreation Commission
INFORMATION ITEM REPORT

ID # - 10169

MEETING DATE: November 6, 2025
DEPARTMENT: Roswell Recreation Commission
ITEM TYPE: Information Items

Capital Project List 11.6.25

Description:

Capital Project List Information Items 11.6.25

Comments:

See Attached



2025 Capital Project List- revised November 2025
(completed items stay on this list for 1 month)

| P# | PROJECT NAME | PROJECT MANAGER | STATUS | TARGET START DATE | TARGET COMPLETION DATE | % COMPLETION | CONTRACTORS/VENDORS | ADDITIONAL NOTES |
|---|--|--------------------------------|------------------------|-------------------|------------------------|--------------|-------------------------------------|---|
| Roswell Area Park, Crabapple Center, Lake Charles Tennis Courts, Leita Thompson, and Hembree Park | | | | | | | | |
| 1 | CRABAPPLE CENTER ROOF | TBD | PLANNING | Jan-26 | May-26 | | Garland / DBS | Roof replacement on 3 sections of the building. The project is scheduled for final approval at the Mayor and Council meeting on 11/10. |
| 2 | CRABAPPLE CENTER INTERIOR RENOVATIONS | NICK PASERCHIA & BRANON CARDER | PLANNING | Jan-26 | Jun-26 | | TBD | Converting select classrooms into performing arts studios. Renovating office space and restrooms. Upgrading lighting to LED fixtures and painting throughout the building. |
| 3 | CRABAPPLE CENTER HARLEQUIN FLOORS | NICK PASERCHIA & BRANON CARDER | PLANNING | Jan-26 | Jun-26 | | American Harlequin | Provide and install Harlequin Dance Floors for dance studios. |
| 4 | CRABAPPLE CENTER PICKLE BALL COURTS | NICK PASERCHIA | PROCUREMENT | Nov-25 | Mar-26 | 5% | Signature Tennis | Convert 2 tennis courts into 6 pickle ball courts. |
| 5 | RAP POND CONSTRUCTION | ERICA KOH | CONSTRUCTION | Oct-25 | Oct-26 | 10% | GradeCo | Rehabilitation of the pond's failing embankment due to tree infiltration, replacement of aging pipes, damaged retaining walls, dredging the pond, restoration work and native landscaping. Crews are currently removing trees and relocating an underground fiber optic service line. |
| 6 | BILL JOHNSON COMMUNITY ACTIVITY BUILDING - SMALL GYM | NICK PASERCHIA & BRANON CARDER | CONSTRUCTION | Jul-25 | Nov-25 | 50% | Gordian / Johnson Laux Construction | This project will resolve drainage issues and repair water-damaged interior walls. Additionally, the small basketball gym will be converted to support gymnastics activities. |
| 7 | LEITA THOMPSON HOUSE DEMOLITION | NICK PASERCHIA & BRANON CARDER | CONSTRUCTION | Aug-25 | Nov-25 | 85% | Prime Contractors | Demo and remove debris from the large house, garage, yellow house and cabin. |
| East Roswell Park, Big Creek Park, and Garrard Landing | | | | | | | | |
| 8 | EAST ROSWELL PARK DOG PARK RENOVATION CONSTRUCTION | NICK PASERCHIA | SUBSTANTIAL COMPLETION | Jan-25 | Nov-25 | 95% | Complete Site LLC | Renovation of Dog Park will include new fencing, shade structure installation, grading, new sod, irrigation system installation, creation of asphalt parking lots, storm water infrastructure, etc. |

Attachment: Project List - Commission November 2025 (Capital Project List Information Items 11.6.25)



2025 Capital Project List- revised November 2025
(completed items stay on this list for 1 month)

| P# | PROJECT NAME | PROJECT MANAGER | STATUS | TARGET START DATE | TARGET COMPLETION DATE | % COMPLETION | CONTRACTORS/VENDORS | ADDITIONAL NOTES |
|-------------------------|---|---------------------------------|------------------------|-------------------|------------------------|--------------|-------------------------------|--|
| 9 | EAST ROSWELL PARK RENOVATIONS CONSTRUCTION | NICK PASERCHIA | SUBSTANTIAL COMPLETION | Aug-23 | Nov-25 | 95% | Complete Site LLC | Renovations to East Roswell Park based on approved funding from Mayor and Council. Renovations include completion of trails system along Fouts Rd, addition of ADA parking at multi-sport fields, and improvements to Pavilions 1 & 2. |
| Multiple Park Locations | | | | | | | | |
| 10 | PARK EQUIPMENT CAPITAL ASSETS | KYLE PATTERSON & NICK PASERCHIA | PROCUREMENT | Ongoing | Ongoing | N/A | Beard Equipment Company/AgPro | All small equipment has been delivered, with funding utilized from FY2025 budget. |
| 11 | LED LIGHT UPGRADE (ATHLETIC FIELDS & RAQUET COURTS) | NICK PASERCHIA & BRANON CARDER | PLANNING | Jan-26 | Aug-26 | | Musco Lighting | Rec Committee approved on 10/28. The project is scheduled for final approval at the Mayor and Council meeting on 11/10. Parks include: East Roswell Park, Groveway Community Park, Woodstock Park, Roswell Area Park, and Waller Park. |
| 12 | BOWEN PROPERTY DEMOLITION HOUSE/TRAILER | NICK PASERCHIA & BRANON CARDER | CONSTRUCTION | Aug-25 | Oct-25 | 100% | Prime Contractors | Demo and remove the house and trailer. |
| 13 | LIBERTY SQUARE PARK CONSTRUCTION | CORRINE VALENTINE | PROCUREMENT | Sep-25 | Oct-26 | | TBD | Includes a community garden, storm drainage system, landscape features, playground, and picnic shelter. Bids received during the last week of October and are currently under review by COR staff. |
| 14 | HEART OF ROSWELL CHRISTMAS TREE | BRANON CARDER | PRECONSTRUCTION | Oct-25 | Jan-26 | 10% | Illuminating Design | Install 40' Christmas Tree. Scope of work includes installation and removing lights and decorations. |
| 15 | HOLIDAY LIGHTS | BRANON CARDER | CONSTRUCTION | Oct-25 | Jan-26 | 25% | Illuminating Design | Install holiday lights and decorations at Town Square, Cultural Arts Center, and Bulloch Hall. Scope of work includes removing lights and decorations after January 5. |

Attachment: Project List - Commission November 2025 (Capital Project List Information Items 11.6.25)



2025 Capital Project List- revised November 2025
(completed items stay on this list for 1 month)

| P# | PROJECT NAME | PROJECT MANAGER | STATUS | TARGET START DATE | TARGET COMPLETION DATE | % COMPLETION | CONTRACTORS/VENDORS | ADDITIONAL NOTES |
|--|--|------------------------------------|--------------|-------------------|------------------------|--------------|--------------------------|---|
| 16 | CULTURAL ARTS CENTER FIRE CURTAIN | TIM HAASE & BRANON CARDER | COMPLETE | Jun-25 | Oct-25 | 100% | Rose Brand | Replace the existing fire curtain and upgrade the chains supporting the track system. |
| Waller, Grimes and Groveway Community Park | | | | | | | | |
| 17 | GRIMES BRIDGE SOCCER RENOVATION DESIGN | KYLE PATTERSON & NICK PASERCHIA | COMPLETE | Jan-24 | Oct-25 | 100% | WK Dickson | Renovations will include converting both natural grass fields to artificial, rebuilding the retaining wall that divides the upper and lower fields, and storm water infrastructure. WK Dickson have provided 100% drawings. |
| 18 | GRIMES BRIDGE SOCCER CONSTRUCTION | KYLE PATTERSON & CORRINE VALENTINE | PROCUREMENT | Jan-26 | Sep-26 | | | Renovations will include converting both natural grass fields to artificial, rebuilding the retaining wall that divides the upper and lower fields, and storm water infrastructure. Project approved at Committee meeting on 10/28 and is scheduled for final approval at Mayor and Council meeting on 11/10. |
| River Parks | | | | | | | | |
| 19 | ACE SAND PARK PHASE II DESIGN | NICK PASERCHIA | DESIGN | Jul-24 | Oct-25 | 90% | Starr Whitehouse | Project includes children's storm water garden, parking lot, and landscaping. 100% documents delivered in June. Staff are working to obtain conformed documents. COR is waiting for grant funding to be approved. |
| 20 | DON WHITE PARK DESIGN | TAYLOR SMITH & CIP TEAM | DESIGN | Jan-24 | TBD | 60% | Starr Whitehouse | Project coincides with the Riverside Road project. RDOT and Parks are coordinating efforts to prepare for the upcoming project. RDOT anticipates that Procurement will become involved in the road project by the end of this calendar year. |
| 21 | DON WHITE PARK DOCK | BRANON CARDER | CONSTRUCTION | Apr-25 | Feb-26 | 40% | Homeworks of Atlanta/TBD | Replace gangway and remove damaged sections of the existing dock. Add additional cable anchoring for improved stability. |

Attachment: Project List - Commission November 2025 (Capital Project List Information Items 11.6.25)



2025 Capital Project List- revised November 2025
(completed items stay on this list for 1 month)

| P# | PROJECT NAME | PROJECT MANAGER | STATUS | TARGET START DATE | TARGET COMPLETION DATE | % COMPLETION | CONTRACTORS/VENDORS | ADDITIONAL NOTES |
|-----------------|--|-------------------------|--------------|-------------------|------------------------|--------------|--|--|
| 22 | RIVERSIDE PARK CONSTRUCTION | TAYLOR SMITH & CIP TEAM | PROCUREMENT | Jan-26 | May-27 | | TBD | Full renovation of Riverside Park. The project is scheduled to be presented at the Committee Meeting on 11/10. |
| Historic Assets | | | | | | | | |
| 23 | BARRINGTON HALL ICE HOUSE RESTORATION | DENA BUSH | PLANNING | TBD | TBD | | TBD | Stabilization and repair to address structural and safety concerns. |
| 24 | BARRINGTON HALL FRONT STABILIZATION AND REPAIR | JON BRADSHAW | PLANNING | TBD | TBD | | TBD | Stabilization and repair to address structural and safety concerns. Awaiting approval of Structural Engineer. |
| 25 | TREE ASSESSMENT AND MAINTENANCE PLAN (ALL) | JON BRADSHAW | PLANNING | Ongoing | Ongoing | | City Arborist/Com Dev | Yearly walk through with City Arborist to address tree pruning, maintenance, and if necessary, replacement. Staff is currently drafting SOW for annual maintenance plan. |
| 26 | JP PLAZA (OLD MILL PARK) | NICK PASERCHIA | COMPLETE | Aug-25 | Nov-25 | 100% | Cherokee Monuments/GP Hardscape/In-House/Morning Dew Landscape | Installation of commemorative plaque and landscaping. |
| 27 | DOC'S CAFÉ | NICK PASERCHIA | COMPLETE | Jul-25 | Oct-25 | 100% | Prime Contractors/Columbia Engineering | Deconstruction of the structure is underway, including comprehensive 3D laser scanning, cataloging of materials, and secure storage. |
| 28 | FOUNDER'S PARK | NICK PASERCHIA | CONSTRUCTION | May-25 | May-26 | 35% | Reeves Young | Construction of the restroom building and landscape installation are underway. |

Attachment: Project List - Commission November 2025 (Capital Project List Information Items 11.6.25)



City of Roswell
Roswell Recreation Commission
INFORMATION ITEM REPORT

ID # - 10168

MEETING DATE: November 6, 2025
DEPARTMENT: Roswell Recreation Commission
ITEM TYPE: Information Items

Upcoming Meetings 11.6.25 -Roswell Recreation Commission Work Session- Thursday, December 4, 2025, at 6:30 pm at the Adult Recreation Center -Roswell Recreation Commission Meeting- Thursday, December 4, 2025, immediately following the Work Session