

August 6, 2019

**MEETING OF THE POWHATAN COUNTY PARKS AND RECREATION ADVISORY COMMISSION HELD IN THE POWHATAN FIRE AND EMS CONFERENCE ROOM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, AUGUST 6, 2019 AT 6:00 PM**

**Commission Members Present:** Josh Cabaniss, Vice Chair  
Chris Shust, Chair  
Frank Flannagan  
Lance Elton  
Cameron Palmore

**Commission Members Absent:** None

**Non-voting Members Present:** Ramona Carter, Director of Public Works, Secretary

**Non-voting Members Absent:** Mary Anne Wilson-Woodel, Parks and Recreation Coordinator  
Jason Tibbs- PCPS Representative

**A. Call to Order**

C.Shust called the meeting to order at 6:09 p.m. Let the record show that all Commissioners are present.

**B. Additions/Changes to the Agenda**

No additions or changes to the Agenda. Agenda adopted as presented.

**C. Meeting Minutes**

The June 4, 2019 minutes were distributed to all members via email. F.Flannagan moved that the minutes be approved as presented, J.Cabaniss second. Aye-5, Nay-0 minutes approved. R. Carter updated on action items presented in the June 4 minutes. R. Carter was to send student application to all Commissioners, the application was email to Commissioners on June 6, 2019. C. Shust requested that push button on-off be added to the Musco Lighting project. R. Carter met with Musco Lighting electrical subcontractor and this feature will be added to the plans and scope of work. R. Carter was to reach out to Chad Adams and provide a copy of the results from the Needs Assessment survey. R. Carter had to wait for BOS to adopt the final report before sending to Chad Adams. Final report was adopted on July 29, 2019.

**D. Old Business**

1. Update on CIP-R. Carter stated that the CIP was not adopted at the July 29, 2019 Board meeting. Because the money for the Parks and Recreation Master Plan Phase II has already been appropriated, we do not have to wait for an approved CIP. The Board requested a 10 year CIP, so staff has to go back and revise the entire CIP. New CIP project forms are due back to Finance in September and will be brought to the Board in October for adoption. Because the CIP will change in future years (past FY20) and new projects will be added, the Commission will need to approve the CIP again before it is presented to the Board. The Commission does not meet again until October, so the draft CIP will have to be sent electronically to Commissioners and voted on electronically.

**E. Meeting Minutes**

1. April 8, 2019-F.Flannagan moved that the minutes be approved as presented, J.Cabaniss second. Aye-5, Nay-0 approved.

**F. Old Business**

1. Update on CIP-both operating and CIP scheduled to be approved on June 13, 2019 workshop. R. Carter explained that since the last report a few changes have been made to the Parks and Recreation operating budget, most noteworthy is the funding of the PT position for Parks and Recreation to support the operation of the gymnasium due to revenues in the last quarter being higher than projected.
2. Update on Pocahontas Fields and Gym. J. Tibbs was not present. R.Carter stated that the roof work on the gym is slated to be complete in September at which point Public Works will begin interior renovations. Schools also have some interior work to coordinate with Parks and Rec as well (lighting, fixtures) as part of the Trane project. We are anticipating moving Parks and Rec over before the end of the year pending completion of the renovations.
3. Student Representative-application sent out. No members had any leads yet. J.Cabaniss asked if we had an age requirement. The group originally targeted high school juniors or seniors because they could drive themselves to meetings. J.Cabaniss stated that his son would like to be the student representative and he is very involved in youth sports. The group suggested that J.Cabaniss have his son submit an application as we may not have any other interested candidate and he already has a ride to the meetings. F. Flannagan stated that he has reached out to Blessed Sacrament but has not received any response.
4. Results of the Needs Survey-R. Carter stated that the final report was presented to Board of Supervisors on July 29, 2019 and was accepted as presented. J.Cabaniss asked if the Commission had seen the final report. F. Flannagan stated that the report was emailed to the Commissioners, there were very few changes from the original report.

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5. Smoking Policy-at the last Commission meeting staff mentioned the development of a smoking policy for Parks and Recreation facilities, grounds and fields. Staff conducted research on how other localities handle smoking in and around sports complexes. Based on the research staff recommended improving signage and smoking areas. BOS requested that staff conduct further research on how Chesterfield handles designated smoking areas. Staff determined that Chesterfield does not have designated smoking areas and their no smoking policy is voluntary. At the July 29 BOS meeting R. Carter recommended that Powhatan P&R follow Chesterfield's voluntary no smoking policy and remove the designated smoking area at Fighting Creek Park. Staff determined that 38 additional signs would be needed at the various parks/fields at a cost of \$2,300. BOS approved moving forward with the voluntary program and removal of the designated smoking area(s). C.Shust stated that there was an article in the Powhatan Today about the policy. Commissioner requested an email notification when the signs are in place and the policy is active.

#### **G. New Business**

1. Update on Phase II-Recreation Master Plan-M.Svetz was onsite July 31 for the kick-off meeting for Phase II. He presented a list of deliverables and approximate timeline and conducted inventory and site assessments with Mary Anne. The first deliverable will be at the October PRAC meeting, M.Svetz will have an equity map (which will show areas of opportunity), SWOT analysis, life cycle analysis. M.Svetz will present at the PRAC meeting in October. M.Svetz will have the CIP/Operations recommendations and potential funding in February and will present to PRAC in March so any current year recommendations can be added to the FY21 budget.
2. Dedication for Chris Rapp-R. Carter has received the memorial bench and plaque and has ordered the dedication plaque but has not received the plaque. We would like to do the dedication in September to ensure Board members and Commissioners are all back from vacation and school is back in. J.Cabaniss suggested that the date of the dedication be determined by Bessie Rapp. R. Carter to contact Bessie and let everyone know possible dates.

#### **H. Comment from the Board**

- I. Cabaniss stated that he was out at Fighting Creek Park trails and was really impressed with the condition of the trails and the maintenance being done. J.Cabaniss also wanted to make sure Mary Anne knew how much the Commission appreciates all the work she has done to accommodate various groups during the lighting project. J.Cabaniss requested an update on the lighting project. R. Carter stated that all the light bases and poles are in place and the electrical contractor is trenching and boring conduit. It is anticipated that the project will take 8 weeks and will be complete in the middle of September. R. Carter mentioned that staff submitted a grant for extending the trails at Fighting Creek Park from middle school to YMCA. The grant

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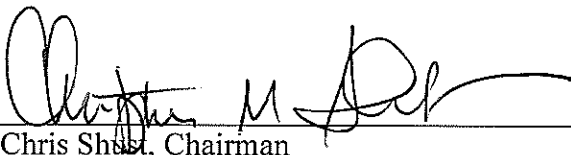
is \$100,000 with \$25,000 matching funds. County Administrator approved carry forward funds for the matching portion as we get more points in the evaluation period for cash match. We do not know when we will hear results. R. Carter will keep PRAC updated on progress. F. Flannagan asked if bikes are allowed on the Fighting Creek Park trail. R. Carter stated that bikes are not allowed on the trails. J. Cabaniss asked if there are signs to indicate this. R. Carter stated that there are signs at the entry/exit points. J. Cabaniss requested that staff check to make sure signs are present at all the entry points. F. Flannagan asked if the new PT position has been filled or advertised. R. Carter stated that we won't need to position filled until we move Parks and Recreation over to the gym which we anticipate will happen by the end of the year. We are looking at hiring in January/February time frame. F. Flannagan commented on the condition of the soccer fields and that they look much better than this time last year. R. Carter stated that M. Woodel and her met with new soccer leadership and there was a lot of concern raised over the shortened soccer season. P&R is working with leadership to accommodate as the schedule using other fields so the Fighting Creek Park soccer fields can rest and recuperate. J. Cabaniss asked if we had determined how to use the project in the Fire/EMS conference room. R. Carter pointed out the new connection port on the wall and the location of the remote to activate the projector.

**J. Next Meeting**

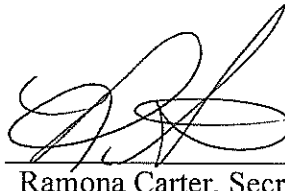
Commission requested that next meeting be changed to October 8, 2019 at 6:00 pm Village Building in Fire and EMS Conference Room. R. Carter to determine if room is available.

**K. Adjournment**

F. Flannigan motioned for adjournment, C. Palmore second, Aye-5, Nay-0 meeting adjourned at 6:36 pm



Chris Shost, Chairman  
Date 10/8/2019  
Parks and Recreation Advisory Commission



Ramona Carter, Secretary  
Date 10/8/2019  
Parks and Recreation Advisory Commission