

February 5, 2019

MEETING OF THE POWHATAN COUNTY PARKS AND RECREATION ADVISORY COMMISSION HELD IN THE POWHATAN VILLAGE BUILDING FIRE and EMS CONFERENCE ROOM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, FEBRUARY 5, 2019 AT 6:00 PM

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

Commission Members Absent: Lance Elton

Non-voting Members Present: Ramona Carter, Director of Public Works, Secretary
Mary Anne Wilson-Woodel, Parks and Recreation
Coordinator
Brandon Walter, Student Representative

Non-voting Members Absent: Jason Tibbs, PCPS

A. Call to Order

F. Flannagan called the meeting to order at 6:01 p.m. Let the record show that C.Shust arrived at 6:05pm. Lance Elton and Jason Tibbs were absent.

B. Meeting Minutes

Meeting minutes were distributed via email. F. Flanagan asked if there were any changes or corrections to the minutes. There being none, Cameron moved that the minutes be accepted as presented. Aye 4, Nay-0

C. Old Business

1. F.Flannagan introduced the student representative, Brandon Walters. Brandon stated that he is a senior at PCHS and he plans to attend Longwood University next year to study education with a specialization in Math. Brandon explained that he has always been involved in playing sports and is excited about the opportunity to be involved with the Parks and Recreation Advisory Commission.

2. Recreation Needs Study Update. R.Carter explained that M.Woodel, F.Flannagan and herself had a conference call with PROS Consulting on January 25th, 2019. The Consultant, Mike Svetz provided a proposed work plan and schedule for the project. He explained that

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ETC will be the sub-consultant that will administer the survey and ensure the survey is statistically valid. Mike expects that 1500 surveys will be sent out with an expected return of 20% (350). C.Shust stated that they would like the consultant to explain in their presentation why 1500 was selected as the amount of surveys to be sent out and the justification behind the number. R. Carter explained that the Consultant had requested that M.Woodel and R.Carter gather data to put into a drop box. The consultant provided a list of data that is needed and M. Woodel and R.Carter have almost completed gathering all the requested data. The consultant provided a proposed schedule which included a March 5th kick-off meeting and March 6 and 7 stakeholder and focus group meetings. R. Carter explained that the Consultant requested that the Parks and Recreation Advisory Commission generate the members that should participate in the meetings, staff is not to select the participants or participate in the meetings so as to be completely neutral. Mike did suggest that we may want to limit the number of sports group representatives as it is a given that they have an interest and it could turn into a meeting where everyone represents their own cause instead of looking at the larger picture. R. Carter stated that if the PRAC wanted to have sports group representation that they should schedule so as not to have competing interests in the same meeting. C. Shust suggested that the PRAC have some advertising or a social media push prior to the surveys being mailed so that County citizens know what to look for and expect. This way they will be looking for it and won't throw it away. The group also discussed that the needs assessment would include an online survey portion as well that would be analyzed separately from the random mailing. The County would also use social media and webpage to let all citizens know that they can take the survey online. R. Carter to clarify with Mike Svetz the number of each type of meeting i.e. stakeholder and focus group and to determine if stakeholder and focus groups will be combined or separate. After some discussion the group decided that M.Woodel and R.Carter would email the group a list of possible stakeholder and focus group participants along with contact information. Then the Commissioners would develop a method to contact the individuals and schedule the meetings.

D. New Business

1. Schedule of Meetings: March 5, 2019 (Kickoff Meeting)-C.Shust suggested having the Chairperson of the BOS attend this meeting, April 2, 2019, June 4, 2019 (This will be the presentation of the draft report from the survey and release of the student representative), August 6, 2019, October 1, 2019, November 5, 2019 and December 3, 2019.
2. R. Carter indicated that the operating budget workshop for Parks and Recreation is scheduled for Mar. 13 at 6:00pm Village Building. R. Carter suggested that the Commission may want to attend to support the increases in the operating budget for the gymnasium and the request for additional staff. C.Palmore suggested that the Commission issue a letter or Resolution to the Board indicating their support of increasing staff and resources and to support

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the CIP items listed for FY20. R. Carter to provide confirmation of CIP workshop. F. Flannagan to draft a letter to be signed by all Commissioners at the Mar 5, 2019 meeting.

3. Stakeholder and Focus Groups-discussed under old business.

4. March 5 Kickoff meeting and Stakeholder meetings-discussed under old business,

E. Comments from the Board

J. Cabaniss asked what the final submittals was for CIP projects as he had to leave the last meeting early. F. Flannagan indicated that the CIP was attached to the minutes that were sent out. J. Cabaniss asked about project PR-009 Skate Park. M. Woodel explained that this was a project that had been requested for a couple of years and keeps getting bumped out. R. Carter indicated that the Commission felt that this would be identified in the needs assessment and wanted to include in the FY20 CIP. R. Carter indicated that there is a group that has been requesting a skate park for many years and has even started fund raising.

C. Shust stated that the Commission should request that Angie Cable attend the next meeting as the new chair of the BOS to share the Boards vision and expectations of the Advisory Commission.

J. Cabaniss asked what information M. Woodel and R. Carter had provided to the PROS Consulting. R. Carter read through the list of requested information and indicated that all of the information had been provided except for photos, which M. Woodel is in the process of uploading to the dropbox.

F. Next Meeting

Next meeting is scheduled for March 5, 2019 at 6:00pm Village Building

G. Adjournment

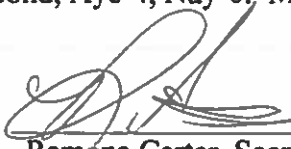
C. Shust motioned to adjourn, C. Palmore second, Aye-4, Nay-0. Meeting adjourned at 7:05pm.



Frank Flannagan, Chairman

Date 3-5-19

Parks and Recreation Advisory Commission



Ramona Carter, Secretary

Date 3-5-19

Parks and Recreation Advisory Commission