

March 2, 2021

MEETING OF THE POWHATAN COUNTY PARKS AND RECREATION ADVISORY COMMISSION HELD ON MARCH 2, 2021 AT 6:00 PM IN THE FIRE AND EMS CONFERENCE ROOM 3910 OLD BUCKINGHAM ROAD

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

Commission Members Absent:

Non-voting Members Present: Ramona Carter, Director of Public Works, Secretary
Mary Anne Wilson-Woodel, Parks and Recreation
Coordinator
Jason Tibbs-PCPS Representative-Remote

Non-voting Members Absent:

Special Guests:

A. Call to Order

C.Shust called the meeting to order at 6:03 p.m. Let the record show that all voting Commissioners were present. C.Palmore attended the meeting remotely via TEAMS.

B. Additions/Changes to the Agenda

There being no additions or changes to the Agenda, C.Shust motioned to approved the Agenda. Approved 5-0

C. Meeting Minutes

The November 10, 2020 minutes were emailed to all members. F.Flannagan motioned that the minutes be accepted J.Cabaniss second. Approved 5-0.

D. Old Business

1. Update on the Pocahontas Landmark Center gymnasium and Fee Schedule. R.Carter indicated that the proposed opening of the gymnasium has been delayed until June 1, 2021 at the earliest, due to COVID vaccinations. The vaccination clinics are scheduled to use the foyer and gymnasium until mid to late May but potentially longer depending on supply of vaccines. R. Carter asked J.Tibbs about the roof leak. J.Tibbs stated that

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the leak is from the drain pan on the HVAC unit and is not a roof leak. J.Tibbs and Mark Piper, Facilities are working on fixing the drain pan and the leak into the gym.

The proposed fee schedule that this Commission approved back in November was adopted by the Board late last year with some changes. The proposed fee increases for fields and existing facilities was denied as the County Administrator wanted those increases to be part of the budget process (Appendix A) and that only the new gymnasium fees be included in the Ordinance. In addition, the hourly rate for the gym usage was reduced from \$50 to \$40 and from \$25 to \$20. R.Carter remarked that she recently submitted Appendix A to the Finance Department with the increases that were originally approved by this Commission. Appendix A is approved when the operating budget is approved (FY22).

2. Master Plan Implementation-R.Carter requested that the Commission develop a plan to ensure that the Master Plan does not collect dust on a shelf. The consultant developed the Master Plan so that it would be easy to implement. C.Shust suggested the Commission adopt an annual review of the Master Plan following budget process. The idea is that the budget process will result in some CIP project being funded and others being pushed to future years. Reviewing the Master Plan after the budget adoption will allow the Commission to reprioritize the projects that did not get funded. R.Carter asked if it is possible to structure the annual review to align with grant submission deadlines. C.Shust to check on grants and deadlines. J.Cabaniss suggested that the Commission schedule an annual Master Plan review at the regularly scheduled Commission meeting following adoption of the budget. The latest this would happen would be July. R.Carter suggested that the Commission have some avenue to get before the Board of Supervisors. C.Shust suggested the Commission be permitted to present an annual report to the Board of Supervisors and that this presentation be scheduled, for example review the Master Plan in July, prepare annual report and present to the Board ahead of November Board meeting. This would allow the Board to see the proposed CIP projects for the following budget year. R. Carter suggested that the Master Plan review and reprioritizing of the projects be aligned and supported by metrics from Mary Anne and tied back to the Boards Strategic initiatives. R. Carter questioned how the Commission wants to ensure the Master Plan review takes place. J. Cabaniss suggested that a Master Plan Review Policy be implemented and adopted by the Board. R. Carter to prepare a draft policy for Commission to review.

E. New Business

1. Budget Update CIP and Operating-R. Carter handed out the proposed 10 year CIP that has not been approved by the BOS yet. The groups went through the total 10 year

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summary for Parks and Recreation (\$10.529 Million) and addressed projects that are not funded in the 10 year plan. The group discussed projects that will likely be unfunded in FY22. The total of FY22 Parks and Recreation projects is \$1.155 Million. The group discussed the FY25 funding of phase III of Fighting Creek Park and why that project was not phased over several years. R. Carter explained that the \$6.9 Million would likely be funded by bonds. The group noted that the 10 year CIP was heavily funded in the first five years.

R.Carter stated that the operating budget has been submitted and is currently being reviewed by the Board. We requested 0.5 FTE which would make the Parks and Recreation Department 2 FT and 1PT positions. The Board seemed supportive of adding more staff to the Parks and Recreation department. M.Woodel added that the Board even discussed making a Director position and having Parks and Recreation as a separate department. R. Carter added that another FT position is proposed for FY 25 or 26 as the programs for the gymnasium ramp up. F. Flannagan asked when the budgets will be adopted by the Board. R. Carter stated that there was lots of discussion at the budget workshop about when the Board should adopt the operating and CIP budgets. Originally the Board wanted to adopt the budgets as early as possible however subsequent discussions on the split tax bills resulted in the Board considering adopting the budget as late as possible so we could see how revenues ended up close to the end of June. There is another Friday afternoon workshop this Friday March 5. R. Carter will update the Commission following that workshop in terms of budget adoption and any further questions that are brought forward on Parks and Recreation budgets.

2. Master Trail Plan-R. Carter remarked that in the CIP there is 65,000 proposed of \$565,000 in FY22 for Trails Master Plan and Construction. The initial \$65,000 is for development of a Master Trail plan and the subsequent \$500,000 (FY23) is for construction. The \$500,000 assumes we obtain the Land Conservation Grant of \$250,000 and then \$250,000 matching funds. We have previously applied for the grant and did not receive it because our project was not shovel ready i.e. easements obtained, land purchased and trails designed. R.Carter questioned if the Commissioners had any information on consultants that would do this type of work (Master Trail Planning). L. Elton stated that he has a contact, Jennifer Wampler, he will get contact information for the group. L.Elton also commented that he has requested a map of all of the Dominion r-o-w maps, the easements could be very useful in planning for trails.
3. 2021 Goals (FY22)-The Commission came up with the following goals and requested a separate document be generated with the goals. R. Carter to type up separate along with the Master Plan Annual Review Policy;
 - 1) Develop a Master Plan Annual Review Policy
 - 2) Submit at least one grant application
 - 3) Schedule at least one workshop to work on CIP, Master Plan re-

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prioritization, prepare annual report etc.

4) Appoint the Citizen at large position

5) Prepare and present an annual report to the Board of Supervisors

F. Comments from the Board

1. F.Flannagan asked if the tarp that has been placed over the gymnasium floor needs to have air flow to prevent moisture from damaging the floor. R. Carter stated that more damage actually occurs from drying out too quickly and the boards pull apart. R. Carter stated that the tarp is placed on with large rollers and is very difficult to move. It will remain in place until the vaccination clinics are complete and then it will be removed and stored at the gym.
2. F. Flannagan stated that he had a request from several citizens to improve the tee boxes on the disc golf course. M. Woodel stated that M.Piper is working with a citizen that has offered to perform the labor if the County provides the materials. M.Piper is also working with sign companies to refurbish or replace signs. M.Woodel commented that there was a disc golf tournament a few weekends ago when it snowed and they had 40 participants. She has two others scheduled and they are expecting 70 participants. F.Flannagan asked if we charge for use of the disc golf. M. Woodel stated that we do not charge but we do receive tourism dollars thru restaurants etc.
3. J.Cabaniss thanked M.Woodel and R. Carter for going to bat for the Commission at the Board meeting. He watched the meeting and thought they both did a great job answering questions and explaining how the Commission worked through the Master Plan to prioritize the CIP.
4. C.Shust asked about signing waivers for gym use. Should we place wording in the waiver form stating that the schedule is subject to change and time slots are not guaranteed. M.Woodel stated that she has discussed this with pickleball and other groups and stated that open gym times are always subject to being cancelled if someone is willing to pay for the space. We will also add this to the waiver form.

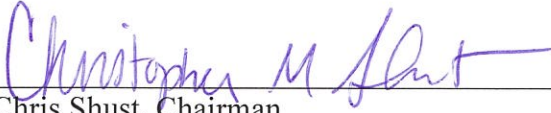
G. Upcoming Events

1. Next meeting is schedule for April 6, 2021 however due to Spring Break the Commission rescheduled the April meeting to Tuesday March 30, 2021 at 6:30pm. This will be a TEAMS and onsite meeting (Fire/EMS conference room).

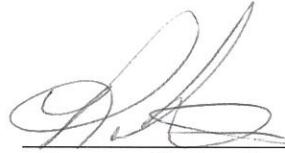
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H. Adjournment

F. Flannagan moved to adjourn, J.Cabaniss second 5-0 Aye. Meeting adjourned at 7:47 pm.



Chris Shust, Chairman
Date 04/20/2021
Parks and Recreation Advisory Commission



Ramona Carter, Secretary
Date 04/20/2021
Parks and Recreation Advisory Commission