

April 8, 2019

**MEETING OF THE POWHATAN COUNTY PARKS AND RECREATION ADVISORY COMMISSION HELD IN THE POWHATAN VILLAGE BUILDING CONFERENCE ROOM, 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, APRIL 8, 2019 AT 6:00 PM**

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

**Commission Members Absent:** Cameron Palmore

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

**Non-voting Members Absent:** None

**A. Call to Order**

F. Flannagan called the meeting to order at 5:58 p.m. Let the record show that C. Palmore was absent. All other Commissioners were present.

**B. Meeting Minutes**

Meeting minutes from March 5, 2019 meeting were distributed via email. F. Flanagan asked if there were any changes or corrections to the minutes. There being none, J. Cabaniss made a motion to accept the minutes as emailed, L. Elton second. Aye 4, Nay-0

**C. Old Business**

1. Operating Budget: R. Carter stated that the PT parks and recreation position was not funded in the operating budget. The budget is scheduled for adoption on April 24<sup>th</sup> BOS meeting. Since the position was not funded and based on feedback from various groups and field users, R. Carter suggested to the County Administrator that we cut back on the number of tournaments that we schedule. Reducing the number of tournaments will allow Mary Anne to use her current PT position to operate the gym instead of working tournaments. The County Administrator sent a memo to Board members and at least one member responded that they agree with reducing the number of tournaments. R. Carter explained to the County Administrator that because Mary Anne had already scheduled tournaments for this season and the gym will transfer to the County May 1, 2019 that there would not be enough hours with the current staff and we

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may need to borrow people from the Grounds Department or operate with a negative budget balance. County Administrator acknowledged that the Department would have to manage this overlap. C. Shust questioned what the budget impact is for the PT position. R. Carter stated that the budget request for the PT position was approximately \$13,000.

2. CIP Budget-CIP budget workshop is this Thursday April 11<sup>th</sup>. R. Carter and M. Woodel have encouraged Little League and various groups to attend the meeting and speak about adding more facilities and funding for Parks and Recreation. R. Carter verified that the \$60,000 for Phase II of the Parks and Recreation Master Plan is still in the CIP budget. The County Administrator indicated that no funding was in place for any capital projects that come out of the Master Plan i.e. implementation of the Master Plan. M. Woodel gave an update on the bond funded field upgrades. The proposed schedule is to start lighting upgrades at Ace's, then move to Fighting Creek controls and then Turner Field. R. Carter indicated that the Department is meeting with Dominion Power on Thursday to coordinate service connections, easements and scheduling. Cost estimates for all three fields will use up all of the allocated \$1,258,000 bond money plus some money previously allocated for Fighting Creek Park lighting controls.
3. Update on Pocahontas Fields and Gym. J. Tibbs indicated that schools are still working on some of the repairs to the fields in order to transfer scheduling over to Parks and Recreation. Fencing repairs are ongoing, a power panel by-pass switch was added for lighting. Tree limbs are being cut back. There was an issue with Dominion secondary power feed. County Grounds Department was dragging the access road and the service line was approximately 1 inch below the road surface. Dominion fixed the line and school and County are working together to fix the line and the road so this will not happen again in the future. Gym is scheduled to be transferred May 1, 2019. Pickleball has use until April 19<sup>th</sup> at which time they will hand over the keys. Band room is clear of stored materials, Christmas Mother has moved out. Lighting upgrades are part of the Trane Energy Savings Project. R. Carter asked about power meter separate feed. J. Tibbs indicated that he has an electrician that will take care of this before the gym is transferred. R. Carter asked about roof and HVAC projects. J. Tibbs indicated that roof bids came in way over budget, schools are working at reducing the scope of the project to eliminate roof areas that are over areas that will not be used. Only received 2 bids and both were over budget. HVAC is being studied by Trane to see if some other areas of total project can be eliminated (i.e. areas that are not planned for use) and add HVAC into the Trane project.

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**D. New Business**

1. Officer terms (Chair and Vice Chair) will expire May 31, 2019. F. Flannigan opened the floor for nominations of Chair. F. Flannigan nominated C.Shust for Chair, J.Cabaniss seconded the nomination. C. Shust accepted the nomination. AYE-3, Abstain-1. Motion passes. C.Shust will be Chair beginning June 1, 2019. F.Flannigan opened the floor for nominations of Vice Chair. F. Flannigan nominated J.Cabaniss, L.Elton seconded the nomination, J.Cabaniss accepted the nomination. Aye-3, Abstain-1. Motion passes. J.Cabaniss will be the Vice Chair beginning June 1, 2019.
2. Update on the Needs Survey. R.Carter indicated that the survey should be mailed out today or tomorrow according to Michael Svez. R. Carter sent an email to Brigid, County Public Information officer, with a snapshot of the survey. R.Carter requested that Brigid post to webpage, Facebook and Twitter to inform citizens that the survey is coming and what to expect if they receive one in the mail. R.Carter does not have a date when the online portion will be available. M.Woodel indicated that she will send the online link out to all the various group leaders and request that they send out to their membership. R.Carter also asked J.Tibbs if he would send out through the schools to all parents regarding the online portion of the survey. R.Carter stated that the Consultant was very pleased with the focus and stakeholder groups. He indicated that the groups had a diverse cross-section of the community and everybody actively participated and were passionate about their community. He said he obtained a lot of good information from the groups and incorporated into the survey. J.Cabaniss asked if Parks and Recreation had seen the survey. R. Carter responded that both her and M.Woodel actively participated and restructured some questions and eliminate some to make the survey more effective. R. Carter requested that they add information regarding the  $\frac{3}{4}$  of 1 cent of the \$0.88 tax rate that funds Parks and Recreation. C. Shust asked how many questions the survey ended up being. R.Carter stated that the survey was approximately 15 questions and then some demographic information. The survey should take 15 minutes to complete. C.Shust asked if there was a way Parks and Rec could get the online survey portion out to all employees. R. Carter stated that we could broadcast through email which would go to most, if not all, County employees and then they could get the information out to others.

**E. Comment from the Board**

F.Flannigan commented that a few individuals have officially declared they are running for BOS positions, candidate have until June 11<sup>th</sup> to declare if they are running or not. Three current Supervisors (Melton, Cabell and Tucker) are not running for re-election.

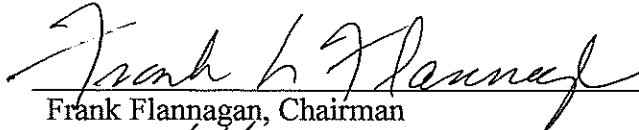
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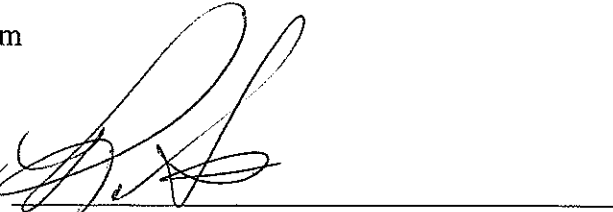
**F. Next Meeting**

Next meeting is scheduled for June 4, 2019 at 6:00pm Village Building in Fire and EMS Conference Room.

**G. Adjournment**

F. Flannigan adjourned the meeting at 6:42pm

  
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Frank Flannigan, Chairman  
Date 6/4/19  
Parks and Recreation Advisory Commission

  
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Ramona Carter, Secretary  
Date 6/4/19  
Parks and Recreation Advisory Commission