

June 4, 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, JUNE 4, 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  
Mary Anne Wilson-Woodel, Parks and Recreation Coordinator  
Jason Tibbs- PCPS Representative
- Non-voting Members Absent:** Brandon Walter, Student Representative
- Special Guests:** Michael Svetz, Pros Consulting

**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**

R. Carter requested that item E.2 be moved to C.1 to allow the special guest to make his presentation prior to the business part of the meeting. R. Carter also requested that items E.3 MOU between County and PCPS for operation and maintenance of the Pocahontas Middle School gymnasium and fields, and E.4. Proposed policy on field use prioritization be added to the Agenda. All Commissioners approved the changes/additions.

**C. New Business**

1. Update on Parks and Recreation Needs Survey-Michael Svetz with Pros Consulting presented the results of the needs survey. The presentation is attached. Key points that Michael emphasized;
  - Responses: 540 online responses and 421 statistically valid survey returned (goal was 350).

June 4, 2019

- 78% of respondents are willing to support parks with at least 1 cent tax increase, 15% of the respondents said they would support a 3 cent tax increase.
- Top facility needs; walking and biking trails, shooting/archery ranges, splash pads/water activities, fitness and wellness programs.
- The report clearly identified areas that the County needs to provide more of.
- Next steps: Michael will present the report to the Board of Supervisors on July 29, 2019. Provided CIP and operating budget is approved on June 13<sup>th</sup>, Phase II will begin. Michael will provide a scope and timeline for Phase II. Michael indicated that Pros Consulting philosophy is to provide a plan that is implementable, realistic and sustainable. He does not want the report to sit on a shelf and collect dust.

#### **D. Meeting Minutes**

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

#### **E. 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 indicated that schools signed a contract last week for the roof replacement. The scope of work was reduced to exclude two unoccupied sections of the building, the contract ended up below the budget. The Contractor delivered equipment today and should start work shortly. J.Tibbs is anticipating completion of the renovations by October and the Skaggs Rd building will be available for County to begin renovations January 2020.
3. Chad Adams. R. Carter requested that we meet again with Chad Adams. After the last meeting Chad's name was provided to Economic Development and Billy Melton to discuss the potential for an archery facility and program. Given the results of the Needs Survey, R. Carter suggested that we present the results to Chad to show that there is a lot of community support for the facility he proposed. C.Shust stated that this would be a great opportunity for public/private partnership to leverage tax dollars. The County could purchase and lease the land to a business. R. Carter stated that this type of arrangement is similar to the YMCA, they lease the land from the County. R.Carter to reach out to Chad and provide a copy of the report and determine if he would like to meet with the Commission again.

June 4, 2019

**F. New Business**

1. Brandon Walters. C.Shust suggested that we write a letter to Brandon thanking him for his service and participation in the Parks and Recreation Advisory Commission. C. Shust requested that R. Carter draft a letter and send to him for review and signature. C. Palmore suggested that we begin the process of recruiting a replacement now instead of waiting until later in the year. J.Tibbs said most of the Counselors and Teachers are winding down their school year but he suggested sending information through Schoology to see if we can find interested students before next school year. J.Tibbs indicated that had a meeting with Blessed Sacrament and he would put the word out with them as well. J.Tibbs requested that R.Carter send him the application so he could provide it to interested students.
2. Moved to C.1
3. MOU with County and Schools Pocahontas Middle School. R. Carter presented the MOU and indicated that it was just for informational purposes as it has already been approved by both Boards. The MOU outlines expectations from both County and Schools with respect to operation and ongoing maintenance. There were a few changes to wording that allowed school activities to take priority over County activities on the fields during schools hours and immediately after school, up to 6:00 pm. R. Carter asked if the School Board Chairperson had signed the agreement. J.Tibb to check and R. Carter to follow up with BOS Chairwoman to get all applicable signatures to execute.
4. Proposed Policy on Field Prioritization: R. Carter indicated that a Resolution went to the Board of Supervisors reducing the number of tournaments at the April meeting but the Resolution was deferred pending further information. Several members of the public spoke at Public Comment or met with Board members stating that the County was selling out the fields from local groups. County staff would maintain the fields for a tournament. The fields would get beat up and would be in poor condition when local groups wanted to play. The Resolution was not in response to these public comments but rather a budget issue. When the part time position for P&R did not get funded, we needed to transfer the current technician to the gym operation so we did not have anyone to run tournaments. It was strictly a budget issue. Now that the part time position is going to be funded, we do not have to reduce the number of tournaments. Chairwoman Cabell requested that Parks and Recreation develop a policy that would be a happy medium between tournament use and local group use. R. Carter presented the proposed policy that M. Woodel had developed. This policy is set to go before the Board in July. R. Carter requested that Commissioners provide feedback and

June 4, 2019

suggestions to the policy so they can be incorporated into the policy prior to presenting to the Board.

**G. Comment from the Board**

C.Palmore asked if they could obtain copies of the MOUs with the various County Sponsored group. M. Woodel stated that we are still developing these. C.Palmore asked how a County sponsored group is defined. M. Woodel indicated that she had the requirements and she could add that information to the MOUs.

J.Cabaniss asked for an update on the Sports Field lighting projects. R. Carter stated that the easement issue with Dominion and Aqua VA has been sorted out and we are waiting on the submittal of electrical drawing to get a permit. Materials will be delivered first week of July. Project will start at Turner and then move to Ace's to avoid conflict with Coed and Church leagues. Lighting is anticipated to take 8 weeks. Controls at Fighting Creek soccer will be done simultaneously. The controls will let M.Woodel control the lights remotely. C.Shust asked about push button on and push button off. M. Woodel to check on operational issues. J.Cabaniss suggested that M.Woodel attend the various user group meetings to instruct them on the light operation and who to contact in case of emergencies etc.

**H. Next Meeting**

Next meeting is scheduled for August 6, 2019 at 6:00 pm Village Building in Fire and EMS Conference Room. R. Carter to determine how to work projector for next meeting.

**I. Adjournment**

F. Flannigan motioned for adjournment, C.Palmore second, Aye-5, Nay-0 meeting adjourned at 7:50pm



Chris Shust, Chairman  
Date 08/06/19  
Parks and Recreation Advisory Commission



Ramona Carter, Secretary  
Date 08/06/19  
Parks and Recreation Advisory Commission