

January 8, 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, JANUARY 8, 2019 AT 6:00 PM

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

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

Non-voting Members Absent: Teen Representative, PCPS

A. Call to Order

F. Flannagan called the meeting to order at 5:59 p.m. Let the record show that all five voting members were present. R.Carter suggested the following changes to the agenda 1) Move Item D.1 Presentation by Lynne Beach to item B so that the presenter does not have to stay for the entire meeting 2) Add Item D.3. Update on the Pocahontas Middle School Gym. C.Shust made a motion and J.Cabaniss second, changes approved 5-0.

B. Presentation-Powhatan Dog Park-Lynne Beach

Lynne handed out a PowerPoint presentation and brochure on the proposed dog park. Alan Beach assisted with the presentation. The presentation covered the proposed layout design, a possible location next to the Animal Shelter, proposed rules and regulations, and probable cost estimates. M. Woodel questioned ongoing maintenance and confirmed that the County would be responsible for future maintenance. Owners are expected to clean up after their dogs but trash and any fence repairs, grass maintenance will be the responsibility of the County. R. Carter questioned parking. Lynne indicated that they did not include the cost of parking in their estimate as they thought they could use the Animal Shelter parking area. R. Carter indicated that the Animal Shelter parking lot is very small and likely would not meet the County's requirement for number of parking spots. C.Shust mentioned that since this is new

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construction it would have to meet all storm water requirements, especially if it is paved (impermeable area), if it is not paved it would still have to meet ADA requirements. The group agreed that the cost estimate is likely a little low. The group further discussed the project after the presenters left. R. Carter stated that this would be low cost project that could have a substantial impact for the Commission. In addition, the Recreation Needs study will likely indicate a need for this type of facilities, especially if the increase in dog tags and the size of the support group is any indication. The group discussed possible areas of cost savings such as removal of the shed, alternates to grass, alternate more central locations etc. After further discussion the group agreed to add a project to the Parks and Recreation CIP for FY20 at \$45,000. R. Carter to add the project to CIP along with any other project identified in New Business discussion.

C. Meeting Minutes

1.) R. Carter indicated that the minutes were email to the group for review and discussion. R. Carter did not receive any changes or corrections. F. Flannagan asked if there was a motion to approved, C.Shust made a motion, J.Cabaniss second, approved 5-0.

D. Old Business

1) Student Representative:

F. Flannagan asked if any other applications were received? No other applications were received. F.Flannagan stated that he had talked with Brandon Walters and he was very interested in being the student representative. All Commissioners supported appointing Brandon as the student representative for 2018-2019 term. R. Carter to draft a letter for F. Flannigan to send to B.Walters. J.Cabaniss had to leave at 6:35pm for another engagement. There was further discussion regarding how late in the year the student representative has been appointed. J.Tibbs suggested that we have information available at registration, maybe at the PTO table, since there is a requirement that student obtain a certain number of volunteer hours in order to graduate. The group agreed that this would be a good way to get the word out and get applications in earlier. F. Flannigan stated that he could make contact with Blessed Sacrament as well.

2) Recreation Needs Study:

R.Carter stated that at the last meeting the group indicated that they wanted some time to see if other consultants are available to do a needs study. F. Flannagan stated that he had discussed the proposal from Pro Consulting Team with some of his Parks and Recreation contacts and they all thought we had a fair proposal and the company has a good reputation. All present Commissioners agreed to move forward with the Pro Consulting proposal. R. Carter to reach out to her contact to obtain an agreement.

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E. New Business

1.) Input on CIP. The group had a detailed discussion on projects that need to be included in the CIP and when the proposed projects would ideally be funded. R. Carter to send out a summary sheet of the discussion and obtain email approval prior to submitting CIP to County Administrator on Friday January 11, 2019. A copy of the proposed CIP will be included with these minutes.

2.) Update on Pocahontas Middle School Gymnasium. J. Tibbs stated that the proposed timeline is to transfer use of the fields to Parks and Recreation on or around March 1, 2019. There are several groups that will still be using the gym through the summer however M. Woodel is aware of this and will work with the various groups. Transfer of the gymnasium is scheduled for May 1, 2019. At this time the County should be able to access the gym to start any renovations/upgrades so there will likely be a period of time where the gym is not available for groups such as pickle ball, basketball etc.

F. Comments from the Board

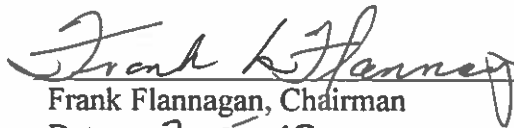
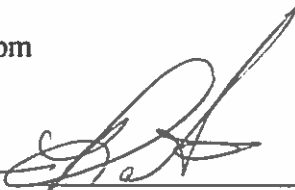
F. Flannagan stated that he had discussions with Master Gardeners about placing a bench out at Fighting Creek next to their garden. F. Flannagan told the group that they would need to contact R. Carter as there is a policy for installing benches and it must be approved by the County. F. Flannagan will provide R. Carter contact information to the group.

G. Next Meeting

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

H. Adjournment

F. Flannagan adjourned the meeting at 7:51pm

	
Frank Flannagan, Chairman	Ramona Carter, Secretary
Date 2-5-19	Date 2-5-19
Parks and Recreation Advisory Commission	Parks and Recreation Advisory Commission

Parks and Recreation Advisory Commission Minutes

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Powhatan County FY 2020 Capital Improvement Program (CIP)										Dollars in Thousands	
Parks and Recreation Projects											
Project Name	#	FY 2014 - FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	5 Year CIP Total	Future Years	Total Project	Defer
Fighting Creek Park Expansion Phase #3	PR-0001	\$ -	\$ -	\$5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ -
Fighting Creek Park Land Expansion	PR-0002	-	500	-	-	-	-	500	-	500	-
Softball Complex Concession Facility	PR-0003	-	500	-	-	-	-	500	-	500	-
Multipurpose Field	PR-0004	160	-	-	-	-	-	-	-	160	-
Additional Practice Field	PR-0005	-	-	-	-	-	-	-	-	-	200
Field Improvements - Jr High	PR-0006	668	-	-	-	-	-	-	-	668	-
FCP Blue Field Expansion	PR-0007	30	-	-	-	-	-	-	-	30	-
Field Improvements - Elementary Schools	PR-0008	42	-	-	-	-	-	-	-	42	-
Skate Park and Parking Expansion	PR-0009	-	400	-	-	-	-	400	-	400	-
Fighting Creek Park Lighting Upgrade	PR-0010	100	-	-	-	-	-	-	-	100	-
Athletic Field Improvements - Lighting	PR-0011	758	-	-	-	-	-	-	-	758	-
Development of Recreation Plan	PR-0012	35	60	-	-	-	-	95	-	95	-
Village Building Sports Fields Upgrades	PR-0013	500	-	-	-	-	-	-	-	500	-
Dog Park	PR-0014	-	45	-	-	-	-	45	-	45	-
Tuner Complex Site Upgrades	PR-0015	-	35	500	-	-	-	535	-	535	-
Fighting Creek Park Additional Bathrooms	PR-0016	-	-	200	-	-	-	200	-	200	-
Total Parks and Recreation		\$ 2,293	\$ 1,540	\$ 5,700	\$ -	\$ -	\$ -	\$ 7,275	\$ -	\$ 9,533	\$ 200
Projects Estimates											
A & E		\$ -	\$ 95	\$ -	\$ -	\$ -	\$ -	\$ 95	\$ -	\$ 95	\$ 32
Land Acquisition		-	\$ 500	\$ -	\$ -	\$ -	\$ -	500	-	500	-
Construct/Purchase		2,293	\$ 945	\$ 5,700	\$ -	\$ -	\$ -	6,680	-	8,938	168
Total Projects Estimate		\$ 2,293	\$ 1,540	\$ 5,700	\$ -	\$ -	\$ -	\$ 7,275	\$ -	\$ 9,533	\$ 200
Funding Sources											
General Fund		\$ 367	\$ 540	\$ 200	\$ -	\$ -	\$ -	\$ 775	\$ -	\$ 1,107	\$ -
Bonds General		1,926	1,000	5,500	-	-	-	6,500	-	8,426	200
Bonds Schools		-	-	-	-	-	-	-	-	-	-
Grants/Proffers/Other		-	-	-	-	-	-	-	-	-	-
Total Funding Sources		\$ 2,293	\$ 1,540	\$ 5,700	\$ -	\$ -	\$ -	\$ 7,275	\$ -	\$ 9,533	\$ 200