

February 3, 2020

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, FEBRUARY 3, 2020 AT 6:00 PM

Commission Members Present: Josh Cabaniss, Vice Chair
Chris Shust, Chair
Frank Flannagan
Lance Elton
Cameron Palmore (6:05pm)

Commission Members Absent:

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

Non-voting Members Absent: Jason Tibbs-PCPS Representative
Student Representative-not appointed

Special Guests:

A. Call to Order

C.Shust called the meeting to order at 6:01 p.m. Let the record show that all Commissioners were present. C.Palmore arrived at 6:05pm

B. Additions/Changes to the Agenda

C. Meeting Minutes

The January 7, 2020 minutes were sent to all members via email. There being no changes or corrections, F. Flannagan moved to approve the minutes as presented, L. Elton second, approved 5-0.

D. Old Business

1. Update on Gym and Fields (Pocahontas Landmark Center) –R. Carter stated that she had met with J. Tibbs last week, the roof contractor has not completed the roof. Contractor needed to order materials, six week lead time from three weeks ago. J. Tibbs indicated that the County could begin work. County has had contractors from all types of disciplines (painting, flooring, access control and security cameras, ceiling,

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curtains etc). The County should have quotes in the next couple of weeks and plans to begin work as soon as possible. L. Elton asked what type of security the County had planned. R. Carter replied that the County requested quotes on access control on doors with intercoms and remote release as well as security cameras.

2. Bylaw Update-R. Carter provided copies of the proposed changes to the bylaws. The changes highlighted in red print are the changes requested by the Commission at the last meeting. The Commission reviewed and approved the changes and added an additional change to the "Meetings" section. F. Flannagan made a motion to approve the changes to the bylaws with the additional amendment to the meetings section, J. Cabaniss second. Aye 5-0 passed. R. Carter will bring the changes to the BOS at the February 24 meeting for approval.
3. Recreation Master Plan update-R. Carter apologized again for the presentation being pulled from the January 27 Board meeting. R. Carter stated that the entire schedule will shift by one month, however we are still on schedule for adoption of the Master Plan prior to budget approval. C. Shust asked if there will be an introduction of the consultant at the Board meeting. R. Carter stated that she will be introducing Michael Svetz. C. Shust asked if the Commission should consider adding a story to the Powhatan Today to provide the public with an update. R. Carter stated that Laura McFarland covers the Board of Supervisors meeting and usually provides a summary of the items on the agenda, which will include the presentation from M. Svetz. We can always add a story later if the Commission feels more information is needed.

E. New Business

1. Budget update-operating requests and CIP. R. Carter stated that although the Commission is typically not involved with the operating budget for Parks and Recreation, she felt an update on personnel requests is necessary because it impacts the gymnasium CIP project. R. Carter stated that the needs survey work group information indicated a need to have the Parks and Recreation Department separate from Public Works. R. Carter indicated that when she first came to the County in 2015 she attempted to get personnel added to the Parks and Rec department and create a Director position. The requests were not granted at that time. Now with the gymnasium and Mary Anne moving over to an office in the gymnasium, the Department should be separate from Public Works. Although there is some overlap of field maintenance, the general work tasks and daily operations are very different. R. Carter stated that she has requested that one PT position (currently vacant) be changed to a FT position and Mary Anne changed to a manager with a higher pay grade than her current position (Recreation Coordinator).
2. CIP budget-R. Carter presented the summary page of the CIP. R. Carter indicated that projects PR-17 to PR-27 are new projects from the Master Plan. PR17 to PR-19 are

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sustainability projects, PR-20 to PR-23 are expansion projects and PR-24 to PR-27 are visionary projects. R. Carter indicated that the description of PR-09 will be revised to remove the Skate Park portion and change the project to "Parking Expansion for PLC". R. Carter also revised the dog park and bathroom project PR-0014, the Master Plan proposed that this be funded in FY21 at \$550,000, we felt that it would be more likely to be funded if the bathrooms were pushed out to FY25 and the dog park portion funded in FY21. C.Shust suggested that the \$500,000 be moved into FY24 prior to an election of another Board. R. Carter to revise the CIP and resubmit to the Finance Department.

F. Comments from the Board

1. J.Cabaniss indicated citizens have asked him about availability of basketball courts. He tested the P&R web page and the Ace's Court does not show up. M.Woodel to check and fix the link. R. Carter requested that all Commissioners spend some time on the web page to check links and information on both P&R and the PRAC pages and let us know of anything that is not working. The County is in the process of updating the web and we want to get any changes to them as early as possible.
2. J.Cabaniss requested an update on the Skaggs Rd building. R. Carter stated that asbestos abatement is complete, design drawings should be approved in March and we anticipate construction thru the spring into the summer. We anticipate moving to the location late summer.
3. C. Palmore asked if the County has considered Lightning Detection Systems. M. Woodel responded that surrounding localities have not done this because of the liability. The County has a policy (Facility Use Policy) that addresses lightning and the responsibility of users and their response. M. Woodel will send the policy to the Commission.
4. J.Cabaniss mentioned that the PYAA Football leagues have merged into one group however scheduling with M.Woodel will be the same. M.Woodel may see some new names making requests.

G. Upcoming Events

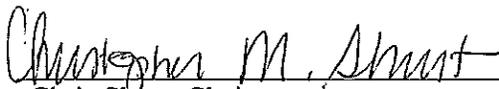
1. February 24, 2020 Michael Svetz will present to the Board of Supervisors
2. March 3, 2020 C. Shust will present Michael Svetz's presentation to the Planning Commission.
3. Next meeting scheduled for March 3 but due to the Planning Commission meeting it was suggested that the meeting be moved to March 2 same time and place. L.Elton moved that the meeting be moved, Cameron second. Aye 5-0

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H. Adjournment

F.Flannagan moved for adjournment, C.Palmore second. Aye 5-0. Meeting adjourned at 7:11pm.



Chris Shust, Chairman

Date 3/2/2020

Parks and Recreation Advisory Commission



Ramona Carter, Secretary

Date 3/3/2020

Parks and Recreation Advisory Commission