

May 5, 2020

MEETING OF THE POWHATAN COUNTY PARKS AND RECREATION ADVISORY COMMISSION HELD VIA TEAMS REMOTE CONFERENCING, MAY 5, 2020 AT 6:00 PM

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

Commission Members Absent: Chris Shust, Chair

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

Non-voting Members Absent: Student Representative-not appointed

Special Guests: Michael Svetz, PROS Consulting Contractor

A. Call to Order

J.Cabaniss called the meeting to order at 6:05 p.m. Let the record show that a quorum is established, C.Shust was absent.

B. Additions/Changes to the Agenda

Motion to accept the agenda as presented-F.Flannagan, Second-C. Palmore. Passed 4-0

C. Meeting Minutes

The March 2, 2020 minutes were sent to all members via email. There being no changes or corrections, F. Flannagan moved to approve the minutes as presented, C. Palmore second, approved 4-0.

D. Old Business

1. Special Guest- Michael Svetz with PROS Consulting presented the final Phase II document-Parks and Recreation Master Plan. Upon completion of the presentation F. Flannagan asked if the Board of Supervisors has seen this presentation. R. Carter responded that the Board has not, and part of the next old business item is to discuss how to proceed to get the presentation and information in front of the Board. F. Flannigan asked if the proposed Capital Improvement Plan FY2021 included the information presented in the Master Plan. R. Carter indicated that the information from

May 5, 2020

the Master Plan was included in the initial proposed budget with some minor changes, such as, breaking larger projects into two smaller projects to increase the chance of at least partial phases being funded. R. Carter further added that since the COVID-19 outbreak, all of the Parks and Recreation CIP projects have been pushed out one year. The group requested that PROS Consulting revise the Master Plan to push out all the CIP projects by one year. The 10 years will span 2021-2031 rather than 2020-2030. The Consultant agreed to make the changes so we would be presenting the most current version of the Master Plan.

2. Discussion on how to proceed with presenting the Master Plan document and disseminating the information to the public. The group decided to wait until the COVID-19 situation is stabilized and present in-person (face to face) rather than online. C.Palmore suggested that the presentation be handled by a workshop rather than a formal, regular meeting. This will allow questions and answers and more time to explain the plan. R.Carter will coordinate with the County Administrator after the County is back to normal operations.
3. Update of Gym and Fields (Pocahontas Landmark Center) –R. Carter
 - Lease agreement executed on April 27, 2020, lease terms commenced May 01, 2020. F.Flannagan asked what the lease term is. J.Tibbs responded that the lease is 25 years.
 - Roof is done.
 - Interior work complete-painting gymnasium (including ceiling), new score board, partitions and curtains removed from stage, lockers removed from change rooms, painting entire interior including offices, conference room, museum. New ceiling grid and tiles, new flooring throughout.
 - Work still to complete-plumbing (hot water tank and isolation valves), access control and security cameras, audiovisual, telephone and internet.
 - Anticipate being able to move Parks and Recreation staff into the building upon return to operations (post COVID-19).

E. New Business

1. Nomination for Chair and Vicechair- R. Carter indicated that there are no term limits on the position of Chair or Vicechair as per the bylaws. R. Carter has discussed with both the C.Shust and J.Cabaniss regarding remaining in their current positions for an additional one year term. Both C.Shust and J.Cabaniss agree to remain in their current positions. F.Flannagan moved that both C.Shust and J.Cabaniss remain in their current positions for an additional one year term, L.Elton seconded the motion. Aye 4 Nay-0 motion passes.

May 5, 2020

2. Presentation to the Board and 2020 Accomplishments (annual presentation)-The group agreed to delay this presentation for one year given the COVID-19 situation.

F. Comments from the Board

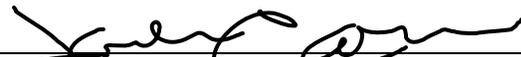
1. F. Flannigan indicated that he has had discussions with a Board member regarding reopening of fields and facilities and how we are planning for this. R.Carter indicated that she is part of a strategic re-opening committee which is working on steps that need to be taken prior to re-opening and ongoing operational changes. M.Woodel is working with the various athletic groups to obtain revised/compressed schedules in the event we are able to open. The County is planning on a phased approach to follow recommendations of the Governor and Department of Health. Grounds department continues to maintain and improve fields to make the transition back to full use smooth and quick. F. Flannigan questioned if Parks and Recreation has been in communications with the School owned fields regarding re-opening. M.Woodel and J.Tibbs both remarked that they have not coordinate a re-opening plan, but likely School facilities will not be available until Schools are back in session, but the two groups will work together to coordinate and control the re-opening. J.Cabaniss remarked that he witnessed people using the school fields even though they are closed. He stated that it is not groups larger than 10. R. Carter indicated that P&R and Public Works staff have been instructed not to engage with citizens using the fields if there are less than 10 people. We can minimize exposure if staff do not engage with small groups.

G. Next Meeting

1. Monday June 8, 2020 6pm TEAMS Meeting

H. Adjournment

F.Flannigan moved for adjournment, C.Palmore second Aye-4 Nay-0. Meeting adjourned at 7:22 pm



Joshua Cabaniss, Vice Chairman

Date 06/08/2020

Parks and Recreation Advisory Commission



Ramona Carter, Secretary

Date 06/08/2020

Parks and Recreation Advisory Commission