

Parks and Recreation Advisory Commission Minutes

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January 10, 2023

MEETING OF THE POWHATAN COUNTY PARKS AND RECREATION ADVISORY COMMISSION HELD ON JANUARY 10, 2023, AT 6:00 PM IN THE TRAINING ROOM OF THE POCAHONTAS LANDMARK CENTER TRAINING ROOM AT 4290 ANDERSON HIGHWAY IN POWHATAN VIRGINIA

**Commission Members Present:** Cameron Palmore, Chair  
Ryan Cooke  
Josh Cabaniss  
Frank Flannagan

**Commission Members Absent:** Lance Elton  
**Non-Voting Members Present:** Megan Heatwole, Director of Parks and Recreation  
Will Hagy, Deputy County Administrator  
Bob Benway, PCPS Representative

**Non-Voting Members Absent:** Bobby Cook, Powhatan County Citizen  
Mason Cook, Powhatan County Citizen

**Special Guests:** Zack Scott, Brie Gillespie,

**A. Call to Order**

Cameron Palmore called the meeting to order at 6:00pm. A quorum was established.

**B. Additions/ Changes to the Agenda**

Frank Flannagan proposed the following additions to the agenda:

1. Discussion of the Parks and Recreation Department's Capital Improvement Program requests for FY24.
2. Discussion of the \$750 grant that the County received for Parks and Recreation related facilities and programs from Abigail Spanberger's legislation.
3. Discussion on the grant funded Education Connection Trial project.

**C. Meeting Minutes**

A motion to approve the November 15, 2022, meeting minutes was made by Cameron Palmore and seconded by F. Flannagan. *Motion passed 4-0.*

**D. Citizen Comments**

None.

**E. New Business**

The Share the Air Campaign was presented by Zack Scott and Brie Gillespie, a local high school student and membership of the campaign team. The initiative is a student led advocacy campaign that encourages high schoolers to make their communities healthier by advocating for policies and practices that reduce tobacco and obesity rates in a community. The request from this group is for PRAC and

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Powhatan County to consider adopting a comprehensive 100% tobacco free (smoking and e-cigarette) policy in all outdoor recreational areas. PRAC adopted a similar tobacco free policy for all parks facilities in the August 6, 2019 meeting. A Power Point presentation has been emailed to all PRAC members to reference facts and figures. The campaign is willing to be flexible to meet existing the needs of the county. The campaign will give the County free signage that can be customized by locality. A motion was made by F. Flannagan and seconded by J. Cabaniss to follow up on the Department's history of a tobacco free policy and to identify locations impacted by the policy. *Motion passed 4-0.*

W. Hagy reviewed PRAC bylaws section discussion an annual organizational meeting and election of officers. W. Hagy opened the floor for nomination for 2023 PRAC Chairman. F. Flannagan nominated Cameron Palmore for Chair. J. Cabaniss seconded. *Motion passed 4-0.*

C. Palmore opened the floor for nominations for 2023 PRAC Vice Chairman. F. Flannagan nominated Josh Cabaniss for vice chair. Josh Cabaniss declined the nomination due to outside commitments and F. Flannagan nominated R. Cooke for Vice Chairman. J. Cabaniss seconded the motion. *Motion passed 4-0.*

The following 2023 PRAC Meeting Schedule was proposed for calendar year 2023: January 10, February 7, March 14, April 11, May 9, June 13, August 8, September 12, October 10, November 14. J. Cabaniss made a motion to accept the 2023 meeting schedule. R. Cooke seconded the motion. *Motion passed 4-0.*

Will Hagy reviewed the Parks & Recreation CIP projects presented to the Board of Supervisors for FY23 including:

1. FCP Phase #3 Expansion (\$8.2 M) FY25
2. FCP Land Expansion (\$300K) FY26
3. Turner Complex Parking Expansion (\$350K) FY26
4. ADA Improvements (\$527K over 10 years)
5. Furniture, Fixtures, and Equipment Improvements (\$527K over 10 years)
6. Trail Renovation and Improvements (\$165K) FY24
7. Archery Range (\$40K) FY28

Josh Cabaniss suggested identifying under utilized dead space in parks or between fields for projects like dog parks.

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Will Hagy presented the following changes to the PRAC bylaws:

- Naming the Parks and Recreation Department Director the new PRAC non-voting member and secretary.
- Increasing the commission members from five (5) to seven (7) members, to include two (2) "at large" members.
- Adding one representative from the Powhatan County Board of Supervisors, as a non-voting member.

. The merits of the revisions were discussed and C. Palmore made a motion to review and vote on revisions in February 7<sup>th</sup> PRAC meeting. J. Cabaniss seconded. *Motion passed 4-0.*

Megan Heatwole and Will Hagy will research other Parks & Recreation Advisory Commissions and bring back information on their membership structure in the February 7<sup>th</sup> meeting.

### F. Old Business

February 21, 3pm was the proposed workshop date for PRAC to meet with the Board of Supervisors. Cameron Palmore is unable to attend. Will Hagy is going to follow up with PRAC with a backup date. A motion was made by Cameron Palmore to collectively (all 5 members, Will, and Megan) attend the workshop meeting. F. Flannagan seconded. Motion passed 4-0.

#### 2. County Parks and Recreation Needs Follow Up Survey

Following the PRAC meeting in November, Megan Heatwole and Will Hagy met with Michael Svez of Pros Consulting. Michael suggested that Parks & Recreation send out a new survey, targeting active, aging Powhatan adults 40+, to collect current data to compare with the study done in the 2019 needs assessment and present to the Board of Supervisors. Megan created an Active Aging Ault Survey through Survey Monkey that was made public in December 2022. The survey had collected 32 responses to date. The Director requested to help from Board members to help distribute Active Aging Services survey, linked here: <https://www.surveymonkey.com/r/HQ7RWJM>

### G. Comments from the Board

- Frank Flannagan commends the Holiday Open Gym program and inquired about staffing.
- Frank Flannagan commends the staff who is taking care of the park bathroom by soccer field.
- Cameron Palmore would like to review FY23 goals and set FY24 goals.
- Frank Flannagan noted high participation from children playing in Village Park

### H. Upcoming Events

1. Next PRAC Meeting: February 7, 2023

2. BOS Workshop Meeting: TBD

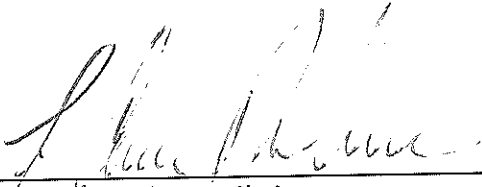
### I. Adjournment

C. Palmore moved to adjourn. Meeting adjourned at 8:05 pm.

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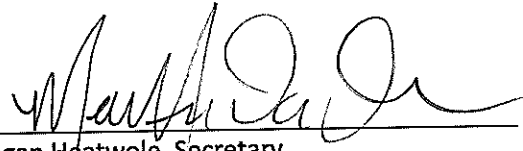


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Cameron Palmore, Chairman

Date:

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Megan Heatwole, Secretary

Date:

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