



AT A BOARD OF SUPERVISORS BUDGET WORKSHOP HELD IN THE VILLAGE BUILDING AUDITORIUM, AT 3910 OLD BUCKINGHAM ROAD IN POWHATAN COUNTY, VIRGINIA, AND REMOTELY BY ELECTRONIC MEANS ON APRIL 17th 2023, AT 3:00 PM.

Board of Supervisors Present: David T. Williams, District 1,
Steve W. McClung, District 2, Vice-Chair
Mike W. Byerly, District 3, Chair
Bill L. Cox, District 4,
Karin M. Carmack, District 5

Board of Supervisors Absent: None

County Staff Present: Bret Schardein, County Administrator
Will Hagy, Deputy County Administrator
Charla Schubert, Finance Director
Thomas Vo, Budget Manager
Phil Warner, Fire and Rescue Chief
Taylor Goodman, Deputy Chief Fire and Rescue
John Wood, IT/GIS Director
Megan Heatwole, Director of Parks and Recreation
Zach Staton, Athletics Coordinator
Chandra McPhearson, Library Director

Constitutional Officers Present: Becky Nunnally, Treasurer (Virtual)
Jamie Timberlake Commissioner of the Revenue
(Virtual)

Guests Present: Cameron Palmore, District 1, PRAC Chairman
Frank Flannagan, District 3, PRAC member
Josh Cabaniss, District 4, PRAC member

1. Call to Order

Chairman Byerly called the meeting to order at approximately 3:00 PM.

2. Pledge of Allegiance

Mr. McClung led the pledge of allegiance.



3. Invocation

Mr. Williams led the invocation.

4. Requests to Postpone Agenda Items and Additions, Deletions, or Changes in the Order of Presentation

None.

5. Formal Approval of Agenda

Mr. McClung motioned to **approve** the agenda as presented.

Ms. Carmack seconded the motion.

Chairman Byerly, Ms. Carmack, Mr. McClung, Mr. Cox, and Mr. Williams voted AYE.

VOTE 5-0

MOTION PASSED

6. County Administrator Updates

None.

7. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Byerly opened the public comment period.

[Albert Conway, 2092 Scottville Road](#), promoted the addition of a space where senior citizens can gather for activities. He noted that he had spoken with Community Matters about the idea.

Seeing no one else wishing to speak, Chairman Byerly closed the public comment period.

8. New Business

a. Parks and Recreation Advisory Commission (“PRAC”)



Mr. Schardein gave a brief overview. Cameron Palmore from the Commission gave a presentation, which included bylaw revision requests, a needs assessment review, and the Parks and Recreation CIP. They requested that the Board name the Director of Powhatan Parks and Recreation as the Secretary of the Parks and Recreation Advisory Commission. They also asked that the County appoint one representative from the Board of Supervisors as a non-voting, ex officio, member of the Parks and Recreation Advisory Commission.

Mr. Cox noted that the 2-year term makes it almost impossible to have a staggering Board. He then asked why the Commission was limiting their terms to 2 years. Mr. Palmore explained that the decision was made to incentivize recruitment. Mr.

Flanagan clarified that they would like to include two members of the community at large and an ex-officio member of the Board of Supervisors.

Ms. Carmack suggested that the Schools and Board of Supervisors representatives be included in the five district representatives. Mr. Cox asked about the term for the two extra representatives. Mr. Palmore clarified that the term would be two years.

The Commission representatives went over the needs assessment and the FY2024 CIP recommendations. Ms. Carmack pointed out that pickleball lessons and clinics are ranked as low priority, but it seems highly important. She added that baseball fields do not seem like a high priority. She asked if a portion of the funds for Fighting Creek Park could be put towards the community center. She also asked if the Commission had looked at Fighting Creek Park as a potential site. The Commission said they have not started looking at potential sites. Mr. Cox asked why the Commission had decided



to focus on a community center when the community had mainly requested more trails. He noted that the community center is only geared toward citizens that are 55 years of age or older. He added that the planned activities do not seem very rural. Mr. Palmore explained that the community center covers various items that were highlighted in the needs assessment, while the trails are a singular item. He clarified that the Commission is asking the Board to authorize the use of some of the funds already allocated in the CIP to conduct a feasibility study for a community center. Ms. Carmack stated that the community center could help address the social isolation that many senior citizens experience. Mr. Cox noted that the County does not have the money to fund an \$8 million dollar park expansion.

Mr. Williams asked why the community center is listed separately from the list of activities that it will supposedly encompass. He noted that walking and biking trails are at the top of every priority survey. He asked if any of the community centers in Chesterfield County are private; Mr. Cabaniss said that some of the centers are privately owned and others are funded by the County. Mr. Palmore added that the community centers listed in the presentation are County-owned and operated. Mr. Williams expressed concern about the lack of data about baseball field usage. Mr. Palmore explained that Parks and Recreation Staff are in the process of gathering that information along with data for all program participation and facility usage. Mr. Flannagan added that the commission has asked Megan Heatwole, the Director of Parks and Recreation to begin to share the gathered data with the Board via a monthly report. Mr. Williams asked how the Commission plans to conduct a feasibility study



without knowing the demand for specific spaces. Mr. Palmore explained that part of the feasibility study would include community meetings where the Commission could assess demand. Mr. Cabaniss added that they would most likely create focus groups to determine demand as well. Mr. Williams asked about the archery range, and Mr. Cabaniss shared that the Parks and Recreation Department is looking into opportunities to provide archery programming possibly in partnership with the 4-H program. He also emphasized that while the community center is not at the top of the priority list for facilities, it would serve as a space for many of the community's high priority program requests. Mr. Williams asked about the fees for the proposed programs, and Mr. Palmore explained that there would be a flat fee that covered the cost of materials and the instructor, but the space would be community owned. He added that this would lower the cost of participation and asked the Board for guidance on a model for the programs. Mr. Williams asked how the Commission plans to assess needs and demand, and the Commissioners said the programming would have to evolve to meet demand. They noted that part of the feasibility study would evaluate whether there needs to be a stand-alone facility or if the County could repurpose existing facilities. Mr. Williams said he would like to have data to gauge the demand for specific programs and predict the number of people that would be attending. Mr. Cabaniss explained that phase II of the needs study was going to address programming and demand, but it was cut. Mr. Williams said he would like to receive regular reports about what is taking place in the Parks and Recreation Department. The representatives noted that COVID-19 had affected previous usage numbers. Mr. McClung agreed that Powhatan County needs a



community center and thanked the Parks and Recreation Advisory Commission for their work. Mr. Cabaniss commended the consultant group that conducted the feasibility study. Chairman Byerly stated that he was impressed by the numbers provided by the Parks and Recreation director showing how many kids were playing baseball on county fields. He agreed with Mr. Williams that the department should be able to bring in revenue if not become self-sufficient. Stating sometimes money needs to be borrowed to do something productive for the County. He suggested that interested parties visit Fighting Creek Park on the weekend to see how the space is currently being utilized. Chairman Byerly suggested exploring raising facilities rental and usage fees. Mr. Cabaniss noted that the Youth Associations try to keep the cost as low as possible. Chairman Byerly said that he was in support of a community center. Chairman Byerly asked about the cost of the survey, and the representatives said it cost \$60,000.00. Mr. Cox expressed concerns about the Commission shifting its resources toward a project that will be difficult to fund.

9. Old Business

a. FY24 Budget Discussion Continued

Mr. Schardein gave a brief overview. He reviewed a timeline of the Board's progress, the FY24 CIP list, personnel included, regional comparisons, regional real property tax rates, the fund balance, and a summary of the proposed FY24 budget and approved tax rate.

Mr. Cox asked about the \$450,000.00 that has been added back to the school's funding.

Mr. Schardein explained that those funds are for the potential addition of 2% to the



existing 5% raise. Mr. Cox noted that the County is receiving much less money than the schools. Mr. Schardein went over the components of the fund balance. Mr. Cox pointed out that once the County borrows money in 2025, the interest cost effect will extend for twenty years, so the Board cannot wait to address certain issues at the last minute. Mr. Cox said he could not support the CIP as it is currently. He suggested that the Board revisit their projects and discuss their options moving forward. He also reminded the Board of the benefits of having projections as a tool. Ms. Carmack pointed out that the Board could pass the budget with this year's CIP and then revisit the CIP from a comprehensive standpoint at a later date.

Mr. Williams said that the projection indicates that the 69-cent tax rate will not work beyond this year. He agreed with Ms. Carmack's suggestion to review the 10-year CIP comprehensively. Mr. Vo mentioned that he would receive the finished financials for this year around October or November, which he can then use to update the financial forecasts and growth rates. Chairman Byerly asked about the assumed rate of inflation, and Mr. Vo said that the department reviews each revenue to create a specific estimate of the growth rate. Chairman Byerly asked about the projected growth rate for real estate assessments in FY25, and Mr. Vo said it is 5%. Chairman Byerly asked about FY26, and Mr. Vo said the estimated increase is 3% with long-term growth of 2%. Mr. Vo explained that a significant change in the growth rate would drastically alter the graph. Chairman Byerly asked about the estimated benefits; Mr. Vo said they are 7%. Mr. Vo said he would provide scenarios for a change in growth rate. Chairman Byerly



pointed out that the tax rate must remain at 69 cents for nine years for the chart to be feasible.

10. Public Comment (time limit 3 minutes per individual/5 minutes per group, 30 minutes total time limit that can be extended by the Board)

Chairman Byerly opened the public comment period.

[Mike Oliver, 4372 Three Bridge Road](#), spoke in support of a community center. He noted that none of the organizations he has contacted know anything about a survey.

[Pete McAteer, 4224 Pierce Road](#), spoke in support of the Parks and Recreation Department and expanding facilities. He suggested that the County partner with the travel sports teams, specifically baseball. He expressed his appreciation for the Board's work.

[Debbie Weir, 1501 Page Road](#), asked where she could find the survey that the Parks and Recreation Advisory Commission previously mentioned. A Representative clarified that the survey was recently taken down but had previously been posted on their website and Facebook page and advertised in Powhatan Today.

Seeing no one else wishing to speak, Chairman Byerly closed the public comment period.

11. County Administrator Comments

None.

12. County Attorney Comments

None.

13. Board Comments

None.

14. Adjournment

POWHATAN COUNTY BOARD OF SUPERVISORS
BUDGET WORKSHOP
APRIL 17th, 2023



Chairman Byerly adjourned the meeting.

**Bret Schardein, County Administrator
Powhatan County Board of Supervisors**

**Mike W. Byerly, Chairman
Powhatan County Board of Supervisors**

Recorded Vote:

<i>David T. Williams</i>	No
<i>Steve W. McClung</i>	Aye
<i>Michael W. Byerly</i>	Aye
<i>Bill L. Cox</i>	No
<i>Karin M. Carmack</i>	Aye

**Bret Schardein, County Administrator
Powhatan County Board of Supervisors**