

Parks and Recreation Advisory Commission Minutes

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September 12, 2023

MEETING OF THE POWHATAN COUNTY PARKS AND RECREATION ADVISORY COMMISSION HELD ON SEPTEMBER 12, 2023, AT 6:00 PM IN THE TRAINING ROOM OF THE POCAHONTAS LANDMARK CENTER AT 4290 ANDERSON HIGHWAY IN POWHATAN VIRGINIA

**Commission Members Present:** Frank Flannagan  
Josh Cabaniss  
Judy Cain-Oliver  
Alex Higgins  
Greg Davis

**Non-Voting Members Present:** Megan Heatwole, Director of Parks & Recreation  
Will Hagy, Deputy County Administrator  
Bob Benway, Powhatan County Schools  
Steve McClung, Board of Supervisors

**Special Guests:** Caroline Davis, Powhatan Parks and Recreation  
John Williamson, Powhatan Lacrosse  
Daniel Layne, Powhatan Lacrosse  
Margaret Wong, Senior Programs  
Simon Wong, Senior Programs  
C. Delaney, Senior Programs

- A. J. Cabaniss called the meeting to order at 6:00pm. A quorum was established.
- B. A motion to approve the September 12, 2023, meeting minutes was properly made and seconded. *Motion passed 5-0.* No additions or changes were made.
- C. A motion to approve the October 10, 2023, meeting agenda was properly made and seconded. *Motion passed 5-0.* No additions or changes were made.

**D. Citizen Comments**

- 1. Elenore Delaney, Powhatan resident of 1 year is an active member in Community Matters. She would like to encourage programs that promote quality of life for seniors and advocates for seniors to stay active.
- 2. Margaret Wong moved to Powhatan 17 years ago, after retiring. She would like to connect with community. COVID caused anxiety, so she started reaching out, wanting an outlet outside of church. She is involved with Community Matters and helped with the Powhatan Stories program.
- 3. John Williams, Powhatan Lacrosse, advocates for future projects in the Master Plan at Turner field. He requests a different type of turfgrass that doesn't grow as thick and fast, such as Bermuda. Short turf is important for lacrosse, to find and scoop smaller sized balls.
- 4. Simon Wong, Powhatan resident, emphasized the need for a community center for people to gather, socialize, and learn.
- 5. Daniel Layne, Powhatan Lacrosse, is interested in what County has planned for future, as they expand into other program areas.

September 12, 2023

**E. Old Business**

1. In FY23 \$500,000 was budgeted in the CIP for a senior center project. At the September 20th, 2022 Workshop, the Board discussed the topic, giving direction for the “review and analysis of the community center concept”, stating that that “any significant expenditure of funds is brought back to the Board for approval”. At the April 17, 2023 joint workshop with PRAC, PRAC made the recommendation that the County “authorize a feasibility study of a Powhatan County Community Center to include estimated construction cost, maintenance costs, staffing costs, demand analysis and recommended size. Focus a feasibility study on site options within the County's Village Area where a building can be connected to the Fighting Creek Park trail network and near the YMCA and Schools.” A Request For Quotes (“RFQ”) was issued and four (4) firms submitted proposals. The RFP review panel made a final recommendation. The recommendation will be presented to the Board of Supervisors at the September 19 workshop. PRAC approves a letter of support to move forward with funding the feasibility study.
2. The Turner Park concession building project is delayed because the footings for the building need to be redesigned due to Musco Lighting lines. Next step is moving forward with plans to take to bid. The project will be presented to the Board of Supervisors in October.
3. The Trail Master Plan RFP received 3 proposals. A review committee has been assigned to the project and will review the proposals, conduct interviews, and select a final recommendation. The project timeline is sixty days out from starting the plan.
4. The Director followed up with a spreadsheet detailing suggested counter locations and product cost comparison to gain feedback on the location priorities from PRAC. With a backlog of capitol maintenance projects to complete, trail counting hardware will need to be submitted for request in the FY25 budget. In the meantime, Parks and Recreation will research low cost, lo-fi or existing technology options to collect current visitor data at our parks and trails.
5. PRAC discussed and revised the Powhatan Parks and Recreation Department ten-year Capital Improvement Program (CIP) to balance field expansion with support of expanding indoor recreation program spaces.

**F. New Business**

1. The July and August monthly reports will be emailed to PRAC members.
2. Director’s Updates
  - i. The Department hired a new Recreation Coordinator, Caroline Davis and made a job offer to a new Athletics Coordinator, Parker Mead.
  - ii. M. Heatwole and C. Davis attended the annual Virginia Recreation and Parks Society conference in Williamsburg, Virginia.
  - iii. A Public Works work order report summarized 1506 Parks and Recreation requests were fulfilled and completed over the course of eight years.
  - iv. The Parks and Recreation Director and Building and Grounds Director are coordinating to schedule bi-annual facility walk-throughs of all park properties.

**G. Comments from the Board**

- J. Cabaniss invited Cathy Howland, Extension to present at the October 10 PRAC meeting.

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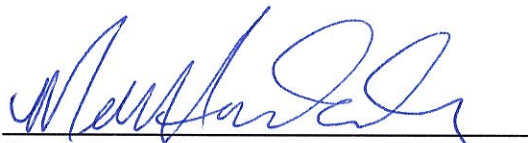
- F. Flannagan stated, the Lions Club is set up to build picnic tables within the next few weeks. He announced early voting begins on September 22 and booths will be open 9-5. He highly complimented the fields at Fighting Creek Park, stating, "they look awesome, staff has done a good job on soccer and ball fields."
- J. Caine-Oliver encouraged program collaboration with the Master Gardeners and announced a Meet the Candidates community event.
- G. Davis encouraged PRAC members to continue to support and promote social media. He also is interested in print opportunities to reach older demographics, such as a newsletter.

**H. Upcoming Events**

1. Next Meeting: Tuesday, October 10, 2023, 6:00pm
2. BOS Workshop Monday, September 19, 2023, 3:00pm, PLC School Board Office

I. Motion to adjourn. Meeting adjourned at 8:38pm.

  
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Josh Cabaniss, Chair  
Date: 10-10-2023  
Parks and Recreation Advisory Commission

  
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Megan Heatwole, Secretary  
Date: 10-10-23  
Parks and Recreation Advisory Commission

