



PARKS AND RECREATION ADVISORY COMMISSION
Meeting Date: Thursday, February 3, 2022
VIRTUAL TEAMS MEETING – 6:00 p.m.

Parks and Recreation Advisory Commission Members

Approved 3/3/22

PRESENT	DISTRICT	STANDING COMMITTEES
Brenda White, Chair	Bermuda District	Athletic Activities Committee Future Visions Outreach & Greenways
Cathy Cheely, Vice-Chair	Bermuda District	Capital Projects Committee Future Visions Outreach & Greenways
David Glass	School Board Representative	Athletic Activities Committee Capital Projects Committee
Rob McCurry	Midlothian District	Athletic Activities Committee
William “Billy” Pipp	Matoaca District	Capital Projects Committee
John Simpson	Midlothian District	Athletic Activities Committee Capital Projects Committee
Bob Terrell	Dale District	Athletic Activities Committee Capital Projects Committee
Rueben Turner	Dale District	Athletic Activities Committee

Quorum is 6 per Bylaws

ABSENT

Vacant	Clover Hill District	<i>To be filled by BOS on 2/23/22</i>
Raymond Marsh	Matoaca District	Athletic Activities Committee Future Visions Outreach & Greenways
Shayne McDavid	Clover Hill District	Capital Projects Committee Future Visions Outreach & Greenways

Parks and Recreation Liaisons/County Staff

Present:

- 📌 Clay Bowles, Deputy County Administrator, Community Operations
- 📌 Marlaine Creasey-Smith, Assistant Director, Recreation, Primary Liaison Athletic Activities, Future Visions Outreach & Greenways Committee
- 📌 Stan Thorne, Assistant Director, Parks, Primary Liaison Parks, Capital Projects, Future Visions Outreach & Greenways Committee
- 📌 Stuart Connock, Jr., Assistant Director, Planning & Construction Services, Primary Liaison, Capital Projects and Future Visions Outreach & Greenways Committee
- 📌 Janit Llewellyn, Principal Planner, Planning & Construction Services
- 📌 Joe Stovall, Construction Manager, Planning & Construction Services
- 📌 Paul Wilmoth, Sports Tourism Coordinator
- 📌 David Potter, Community Recreation Manager
- 📌 Holly Angel, Administrative Assistant, Parks & Recreation

Absent:

- 📌 Vacant, Director, Primary Liaison
- 📌 Bill Carlson, Athletics Manager, Liaison Athletic Activities, Capital Projects Committee

Speaker(s) or Guests Present:	Subject/Organization
Roland Stokes	Cogbill Road Park
Chris Terrell	Pickleball/Cogbill Road Park
Dr. Jim Ellis	Presenter – VCU
Anne Buford	Presenter – VCU
Dr. Cydney Lowenstein	Presenter - VCU

The following additional (11) individuals were present during the meeting but did not address the Commission or Staff: Gloria Lambert, Linda Scott, James Koehler, Mike Hairfield, Jason Brown, Lou Lippa, Tasya Mitchell, Zulfi Khan, Neal (no last name), Atkins (no last name), and Eva (no last name).

☞ Parks and Recreation Advisory Commission Mission Statement ☞

Working in partnership with the public, the Parks and Recreation Department and the Board of Supervisors, the Parks and Recreation Advisory Commission (PRAC) seeks to eliminate obstacles that interfere with Chesterfield County’s ability to efficiently and safely provide greenways, parks, recreational facilities, and associated programs. PRAC also strives to support recreational programs and facilities that a First-Choice Community such as Chesterfield should afford its citizens, as well as to exercise leadership in projecting the future recreational needs of the County’s citizens and determining how best to meet those needs.

Meeting Procedures:

The meeting was held virtually and opportunities for those that desired to speak were given.

- I. **Call PRAC Meeting to Order:** Brenda White Vaughn welcomed the Virtual assembly at 6:00 p.m. with a quorum present.
- II. **Non-Sectarian Invocation:** The invocation was given by Bob Terrell.
- III. **Pledge of Allegiance:** Cathy Cheely led the assembly in the Pledge of Allegiance.
- IV. **Approval of the PRAC Meeting Minutes of December 2, 2021:**
 - 📌 A motion was made to approve the December 2, 2021 minutes by Bob Terrell with a 2nd by Cathy Cheely. There being no further discussion, the minutes were approved as presented. No Member opposed. The approved minutes will be posted on the Parks and Recreation website: <https://www.chesterfield.gov/1075/Parks-Recreation-Advisory-Commission-PRA>
- V. **Amendments to the Agenda:** No Amendments to the Agenda.
- VI. **Public Hearing/Comments/Unscheduled Matters:**
 - 📌 **Introduction of Clay Bowles, Deputy County Administrator, Community Operations** – Brenda White Vaughn welcomed Clay to the meeting and he was given an opportunity to address the Commission and the public. Clay stated he is excited to get to know everyone and work with the Commission.
 - 📌 **Unscheduled Matters:** *(Italics represent Staff or presenter responses) – Citizens virtually present indicated a desire to ask questions during the appropriate time of reports being presented by staff.*
 - **Chris Terrell** – Pickleball Club – Would like to request support regarding the inclusion of pickleball courts vs tennis courts at the new Cogbill Road Park (there can still be both sets of courts, but if you have an opportunity to put in more pickleball courts – that would be desirable) – Roland Stokes asked if the courts could be multi-purpose? – Chris Terrell indicated that those areas that have multi-purpose courts are not working out all that well (Fairfax County – the lines tend to blend with one another with multi-purpose courts – for outdoor it makes sense to have dedicated courts for each - *(Stuart Connock – will certainly take note of your request for inclusion of Pickleball courts – we are in the middle of evaluating what will be the highest and best need – there will be a formal presentation in March to go over those plans)*)

VCU Survey and Evaluation Research Laboratory/Parks and Recreation Master Plan Survey – Janit Llewellyn – Janit introduced the VCU team that will be working with the county on this project – excited tonight as we are launching our systemwide plan – contracted with VCU – introduced the lab individuals and they shared their presentation – Team leader – Dr. Jim Ellis – Director – FDRL; Dr. Cydney Lowenstein and Anne Buford.

- Anne Buford and Jim Ellis shared the survey development process and how it will work – *(the slide presentation was shared with commissioners and co-sponsored groups prior to the meeting and during the meeting)* – The candidates for survey topics that will be included were listed and the floor was open to questions from the public and the commissioners to make sure that equitable/inclusive topics are included.
 - **Brenda White Vaughn** – how do you determine who gets the actual mailing? – *Jim Ellis – that would be a random sampling of residential mailing addresses of each magisterial district - picked randomly by computer - Some areas might be weighted? – Jim Ellis - some individuals of higher socio-economic status - sometimes these groups enjoy doing surveys – weighting the data – compare back out to what the whole community we know looks like. What is the overall goal of the survey? Janit Llewellyn – what the overall needs are and needs that they have - Jim Ellis - the data will help you to plan for the future needs and issues people are raising about the current amenities and facilities and to make sure that we are responding appropriately - helping to get a good read on what is going on in this these facilities in the community*
 - **Mr. Stokes** – what jurisdiction(s) have you already worked with and what was their results? – *Jim Ellis – State – Dept of Conservation and Recreation, City of Charlottesville and Henrico County that were specifically Parks and Recreation surveys – at the survey lab we lot a lot of various surveys for various areas.*
 - This will be to develop a survey to go back out to the community to see what they would like to have in the parks - what is in place to make sure that all areas are equally represented – *Jim Ellis – the random sampling of the 5000 addresses helps us to take a look at very much the way the county is – 1000 for each magisterial district – survey results will be broken out by location – 5,000 doesn't sound like a lot for Chesterfield County but yields about a 20% completion rate or so – that gives you plenty of representation for the budget available – there is room for adjustment based on the survey – weighting helps to proportion for any disproportion of groups*
 - **Cathy Cheely** – The length of the survey - how many questions will there be? – *Jim Ellis – we don't want it to be too long or take too long to get thru – would like to look at a survey that didn't take longer than 15-18 minutes – the main challenge is to get people to start the survey (Anne Buford – that is part of the testing prior to sending out to get over some of those speedbumps)*
 - Will you be offering topics of current recreation services offered or “what could be offered – *Jim Ellis – there will probably be a list of things that might be offered but we do not want to constrict peoples thinking – but there will be an option for people to offer things that they would like to express– we want to be sure there are no blind spots during the survey – possibilities are important to offer to some people.*
 - RCSP/Tourism/Historic Preservation/Other Specific Items – grabbag of lot of items and examples of specific things that could be touched on – *Jim Ellis - no preconceived notion at this time of what would and would not be left out of the survey - Janit Llewellyn – we are comparing previous survey information and looking at other Master Plans from previous years to be able to compare from 5-10 years ago – Stuart Connock – this is an initial step to developing and updating our Comprehensive Master Plan – this is one tool – the public opinion survey – also talking with stakeholders, co-sponsored groups, other partners and will get into the weeds of what their specific needs are and looking at a demand analysis - meetings will be held around the county in each of the magisterial districts.*
 - **David Glass** – I teach at a school where the needs of communication are very much needed and very much a challenge – what ways can we make the survey more accessible to Latino families? – close to 10% in the county are Hispanic/Latino – some have no internet access – the data part scares me a bit that we will not capture data from that group – *Jim Ellis – we have spent some time discussing this – in a previous survey, versions were created in Spanish translations both on paper and online and got almost no responses – those addresses will be included in that sampling – but the question is are we going to get the responses back – only some brief discussions on what to do in this case – and experience with 2 previous statewide surveys did not prove worth the effort – there may be other ways to get feedback from the Latino groups in the county – answers I have for you now are not great answers – a survey project is a series of compromises – trying to balance those out – feedback from stakeholders is what we are working on tonight – there may be further discussion on this; Janit Llewellyn – we have already reached out to our Latino liaison in the county as a way to having a focus group to work with the Latino group – to try to get more of that input; David – very important to include their voices – the more vulnerable and socio-economic levels need to be included they have been hit hard by COVID – things have digressed for these groups greatly - just want to make sure that we are hearing as many voices so that input is also considered – David would like to be a part of those committees when we meet with Kim Conley and her staff – Janit - definitely – many thanks*
 - **Mr. Stokes** – there are also other special interest groups that we need to be sure are being reached
 - **Rueben Turner** – will we get a copy of the survey before it goes not? – *Jim Ellis – yes, that can be done – Janit Llewellyn indicated that PRAC could also be done as a test candidate for the sample survey – more discussion with VCU for their research – Jim Ellis – shaping this is wide open – what should be in the survey and what groups involved/ methods – this is an open process.*

- **Billy Pipp** – the survey may reach out to people about certain areas that they are not interested - is there a way to align the survey to pertain to things that this individual is interested in – what they are interested in – say Sports Tourism, not Historic Preservation. If you found a lot of baseball players in Matoaca that could be a problem – *Jim Ellis – functionally, yes - large areas of the survey could be skipped over if people are not interested in them – no knockout questions early in the survey – later in the survey will branch and ask more harder questions that will get deeper into details*

🌱 **Janit Llewellyn** – Jim Ellis, Cydney Lowenstein and Anne Buford with VCU – *many thanks to the VCU team for their presentation tonight – if you think of anything later – will integrate – appreciate all the input from everyone – very important to have a good survey – thank you all for your time – we are meeting weekly and updates will be forthcoming on a regular basis.*

🌱 **Public Hearing:** No matters for public hearing.

VII. **Old Business:** No Old Business

VIII. **New Business:** No New Business

IX. **Parks and Recreation Department Updates:** Marlie Creasey-Smith, Assistant Director, Recreation – **Athletic Crew** continues to take shape and we are diligently working to minimize vacancies department wide; it's **Award Nomination** time again and we are off to a big start with submitting nominations - We will keep you updated on our progress and successes; Several **Holiday celebrations** (since we last met in December) at various locations; **Recreation Centers** continue to offer programs for all ages with reduced numbers; **The Annual Christmas Open House was held at Magnolia Grange; Henricus** was closed to the public for its normal 2-week period to renovate several areas at the Citie – they are now reopened and ready for school groups and visitors to come out and explore; **Horner Park Field Irrigation** began on December 6 with some fields now complete - Fields 7-9 are currently being worked on; **Tacky Light Run** was held on December 11 that we help to sponsor – while it was rainy, it was still well-attended and enjoyed by all; **Rockwood Dog Park** has a new shade structure; **Midlothian Village Park – LLI** – the Parking Lot addition is complete; **River City - Turf Replacement** is nearing completion at Field 3 and new turf is being put down on Field 9 with **Fencing Replacement** ongoing around all fields; Adult fitness area is being installed at **Dodd Park** at Point of Rocks; **Winter/Spring 2022 Program Guide** is available online and we saw some of our **highest online registration numbers ever on opening day** – caused mostly by the snowstorm that shut down the county offices opening that day – but our online system worked and all were still able to register without incident on opening day; **Snow Event** - the area experienced a weather event on January 3 that closed county offices but our Parks crews were vital in getting roads and facilities cleared for accessibility even in spite of many vacancies – the crews worked hard and long hours to fulfill the work orders as they came in across the county – many thanks to Stan and his able crew for having plans in place that addressed all the needs of the county and its citizens; The **Chesterfield Little League Softball team** who advanced to the Little League World Series finals this summer were honored and recognized in September by the BOS and they are up for an RVA Award through RRT and will be attending a special event this weekend in Richmond with the players, coaches and families; **Cooperative Extension** – Our own Andrea Farag, a high school student, was named 2022 Virginia 4-H Youth in Action Award Winner – this YIA award is one of the most prestigious awards given in VA 4-H. Andrea received the award for her outstanding contributions in the area of Civic Engagement. She will now serve as a VA 4-H Youth Spokesperson in her pillar area of Civic Engagement and will receive support to apply for the 23 National 4-H Youth in Action Awards. Andrea will be highlighted at the 2/23 BOS meeting during the County Admin Comments. And, Andrea is also a current Chesterfield County Fair Teen Princess; **VisitABLE** - Chesterfield County has partnered with VisitABLE to improve access for all individuals regardless of ability - On-site assessment Training was completed on 12/2 at River City Sportsplex which involved many employees taking part in a training program – River City Sportsplex is the first sports complex to receive certification from VisitABLE; February is **Black History Month** and the Department has many activities planned and February is also **Therapeutic Recreation Month; Brown & Williamson Hike** - Staff had the opportunity to take a hike down at Brown & Williamson with Dr. Casey and Mr. Ingle on a cold, COLD January 11 day. Thanks to the expertise and head bushwhacker, Naturalist, Mark Battista who led the group for almost 2 miles through a thick understory of holly, mountain laurel and blueberries; and **many THANKS** to each of you for all that you do as advocates for the Department and the county.

X. **Parks and Recreation Staff Reports:** *(Staff comments are in italics)*

🌱 **DPACS Staff Report:** Stuart Connock – **the construction status report will now come out every other month - (odd months to be better representative of the projects as they take shape.) – Completed projects: Master Plan – Department Comprehensive Five Year Update** – very good dialogue tonight – excited for the engagement with our consultants at VCU – will make it that much better as a project – Janit will be bringing you along with each of the steps; **Dodd Park – Adult Fitness Area** - completed back in December; **Midlothian Village Park** – parking area has been built out adding 25 additional spaces; **River City Sportsplex** – finishing up the last 2 of 12 fields for turf replacement and replacing all the fabric on the fencing out there – will really look sharp out there – extensive tournament season will start in February running into first part of June; **High School February 3, 2022**

Turf Fields – BOS allocated \$2m per field to convert grass to turf at 2 of the HS fields at Bird and Monacan – my team will lead that conversion in removing that grass and replacing – doing everything we can do for the schools and public to use; **Project Bidding: Robious Landing Dock Diverter** – floating debris diverter set in front of the floating dock – will divert debris away from the dock and help to cut out the number of times the dock needs to be removed – out to bid and should be in place before those events would occur; **Ongoing Project Milestone** – many ongoing project milestones that are being tracked were briefed.

IX. Committee Reports: No Committee(s) Report

X. Commission Roundtable Discussions: (Park Champion Briefs)

- 🌱 **Rueben Turner** – nothing further – good to see everyone
- 🌱 **Cathy Cheely** – had an opportunity to visit parks in our area on a few of the pretty days – question for Stuart – Dodd Park – Adult Playground – but don't always see a lot of adults – see a lot of kids – are there any plans to address any safety issues for kids on the adult exercise area? – *Stuart – while the area is intended for adults there are no safety issues for kids to be out there but will discuss that with the vendor that provides the equipment – there is a scan bar on the equipment that you can scan for some of the best uses for the equipment* – The scan code is on the equipment itself but if a sign could be placed for more clarity to bring to your attention to gain that extra bit of assistance in your uses.
- 🌱 **David Glass** – nothing further
- 🌱 **John Simpson** – have nothing to add – glad to see everyone and excited to meet in person
- 🌱 **Billy Pipp** – helping a client today in Dallas, Texas to remove snow – Stan, you guys need to be commended for all the efforts in making the facilities available following any weather events
- 🌱 **Rob McCurry** – good to see everyone
- 🌱 **Bob Terrell** – thanks to Holly for all that she does
- 🌱 **Marlaine Creasey-Smith** – Richmond Magazine highlighted Rockwood Nature Center on our program offerings last month highlighting Mark Battista and Coline Hayes; several repairs are being made to Magnolia Grange and they received a \$20K donation has been made from the Chesterfield Historical Society to help protect our historical resources
- 🌱 **Stuart Connock** – will talk about conversion of tennis to pickleball in April with an update – the few comments that we have received (7-8) center around the Huguenot site and are heavy on keeping tennis courts
- 🌱 **Janit Llewellyn** - nothing further
- 🌱 **Stan Thorne** – Parks – we are staying on point for any adverse weather needs – beginning to transition to get ready for springtime – staying plenty busy with a lot of winter projects – annual staff safety trainings – about 20 staff going for pesticide recertifications this month; improvement projects working on – improvements to Disc Golf at Goynes Park – Athletic Crew – doing some improvements at some Athletic complexes, Bird, Robious Athletic Complex and over at Manchester
- 🌱 **Clay Bowles** – no further comment
- 🌱 **Holly Angel** – At the 2/23 BOS meeting, Mr. Winslow will make an official appointment to fill Mary Ellin Arch's vacant position in the Clover Hill District for the remainder of the 4-year term which will end 12/31/23. After that appointment is official, we will make a formal announcement to the group.
- 🌱 **Mr. Stokes** – Harrowgate Park in reference to the drone park - it is open for use – *Stuart Connock - recreation team is exploring possibilities on classes and hopefully a demonstration later this spring to get involved – David Potter will be in touch with Mr. Stokes as those become available*
- 🌱 **Joe Stovall** – no comments
- 🌱 **David Potter** – we are actively pursuing instructors – may join a group with Janit – will be in touch as classes and opportunities become available; we do have the benefits of having some of our recreation centers in some of these areas that might be helpful in reaching those individuals through the neighborhoods where input is crucial in regards to the surveys – *Janit will incorporate David into discussion*
- 🌱 **Paul Wilmoth** – Sports Tourism and Athletics – facility rentals are up compared to last year - 1795 total rental vs 1009 last year – indoor use almost over 1000 for schools for the month; during January we had probably the highest number of COVID cases with our co-sponsored groups since COVID started; RCSP – mid-next week – RCSP will be acknowledged in the same publication for the 3rd time in 5 years as one of the outstanding outside venues; basketball is ongoing and still trying to get gym supervisors in to get it to run smoothly
- 🌱 **Eva** – Schools and rezoning – that would be more of a question for the school board – Mr. Bowles email was sent to her so that she could be directed in the right place for her questions
- 🌱 **Brenda White Vaughn** – officially welcoming Cathy as Vice Chair – thank you for leading the pledge – welcome you into this position; Andrea Farag is my current teen princess – very proud of her and congratulate her – thank you to those that prepared the holiday luncheon so successful – everyone was very happy and a lot of fun; reminder to every commissioner please be checking your email for any updates

XI. Recommendation of Agenda Items for the March 3, 2022 meeting and upcoming meetings:

- † March 3 – **New** - Beulah Neighborhood Park and Cogbill Road Phase One Development Plan – Stuart Connock/Janit Llewellyn/VCU; **Update** to VCU Survey and Evaluation Research Laboratory/Parks and Recreation Master Plan Survey – Janit Llewellyn
- † April 7 - Tennis to Pickleball Conversation Analysis Update – Stuart Connock
- † May 5 – Youth Citizen Board Project – Marlie Creasey-Smith

XII. Adjournment: The meeting was adjourned at 7:55 p.m.

Minutes respectfully submitted by Holly Angel, Administrative Assistant, Parks & Recreation. *The next PRAC meeting will be at 6:00 on Thursday, March 3, 2022 - Virtually.*