

1. City Council Agenda January 25, 2021

Documents:

COUNCIL REGULAR SESSION AGENDA 1-25-21.PDF  
REGULAR SESSION MINUTES 1-11-21.PDF  
RESOLUTION AND ORDINANCE FOR FISCAL YEAR 2021 FOR GENERAL  
FUND-UTV GRANT FUNDING.PDF

**POQUOSON CITY COUNCIL  
REGULAR SESSION MEETING  
MONDAY, JANUARY 25, 2021, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. AUDIENCE FOR VISITORS**

**D. APPROVAL OF THE MINUTES**

**(a) Regular Session January 11, 2021**

**E. PUBLIC HEARING**

**1. Pre-budget for Fiscal Year 2021**

**(a) Public Hearing – no action required by City Council**

**F. NEW BUSINESS**

**1. Resolution and Ordinance for Fiscal Year 2021 for General Fund – UTV Grant Funding**

**G. COMMENTS OF THE CITY MANAGER**

**H. COUNCIL DIRECTIVES**

**I. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING**  
**January 11, 2021 7:00 P.M.**  
**REGULAR SESSION**

**PRESENT:** The Honorable Gordon C. Helsel, Jr., Mayor  
The Honorable Carey L. Freeman, Vice Mayor  
The Honorable Herbert R. Green, Jr.  
The Honorable David A. Hux  
The Honorable Charles M. Southall III  
The Honorable Thomas J. Cannella II

J. Randall Wheeler, City Manager  
Kimberly Healy, City Clerk  
D. Wayne Moore, City Attorney

**ABSENT:** The Honorable Jana D. Andrews

**MEETING CALLED TO ORDER:**

Mayor Helsel called the meeting to order at approximately 7:00 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Mayor Helsel rendered the invocation and led the audience in the Pledge of Allegiance.

**AMENDMENTS TO THE AGENDA:**

Councilman Green moved, seconded by Vice Mayor Freeman, to amend the agenda by eliminating the need for a Closed Session. Recorded on the motion:

**YES:** Councilmembers Hux, Southall, Vice Mayor Freeman, Councilman Green, Councilman Cannella and Mayor Helsel

**NO:** None

Councilman Green moved, seconded by Vice Mayor Freeman to amend the agenda to add a Number 2 under Section I, New Business to include a Resolution approving an employment agreement with the City Manager. Recorded vote on the motion:

**YES:** Councilmembers Hux, Southall, Vice Mayor Freeman, Councilman Green, Councilman Cannella and Mayor Helsel

**NO:** None

**SPECIAL PRESENTATIONS**

- **Phase Two Financing for the Poquoson Middle School Renovations – Davenport & Company, LLC**

Tonya O'Connell introduced Kyle Laux from Davenport & Company, LLC to present a plan of finance for Phase Two borrowing of \$2,930,900 related to the Poquoson Middle School Renovations for Fiscal

Year 2021. This financing will finish off the borrowing for the Middle School Project and fully fund the project while remaining within the City's Financial Guidelines for Debt Capacity and Debt Affordability. Additionally, at this time, there's a refinancing opportunity with 2012 Bonds in the Sewer Fund that could reduce the interest rate and achieve debt service savings.

Council briefly discussed including the purchase of a replacement turf field for the Middle School in the Phase Two financing. City Manager, Randy Wheeler, stated that the Phase Two debt has been part of the plan for several years so there will be no additional tax rate increase related to the funding and this is a good opportunity to look at including the relatively small debt for the turf field at the same time as the Phase Two borrowing. There will be a public hearing held the end of February or beginning of March after bank proposals have been evaluated and a recommendation for the financing is made.

Councilman Green motioned, seconded by Vice Mayor Freeman to include the turf field replacement in the Phase Two financing. Recorded Vote on the motion:

**YES:** Councilmembers Cannella, Green, Vice Mayor Freeman, Councilmembers Southall, Hux and Mayor Helsel

**NO:** None

- **Election of Vice Mayor and Appointment of the City Manager, City Clerk, City Attorney and Deputy City Clerk**

Councilman Green moved, seconded by Councilman Southall, to adopt the resolution electing Carey L. Freeman as Vice Mayor of the City of Poquoson, Virginia and appointing J. Randall Wheeler as City Manager, Kimberly Healy as City Clerk, D. Wayne Moore as City Attorney and Christina Snapp as Deputy City Clerk. Recorded Vote on the motion:

**YES:** Councilmembers Southall, Hux, Green, Cannella and Mayor Helsel

**NO:** None

**ABSTAIN:** Vice Mayor Freeman

**AUDIENCE FOR VISITORS:**

None

**APPROVAL OF THE MINUTES:**

Councilman Green moved, seconded by Vice Mayor Freeman, to adopt the minutes of the regular session held on December 14, 2020 as submitted. Recorded vote on the motion:

**YES:** Councilmembers Green, Hux, Cannella, Southall, Vice Mayor Freeman and Mayor Helsel

**NO:** None

**NEW BUSINESS:**

**1. Resolution Making Appointments to the Hampton Roads Planning District Commission (HRPDC) and Hampton Roads Transportation Planning Organization (HRTPO)**

Councilman Green moved, seconded by Vice Mayor Freeman, to appoint Gordon C. Helsel Jr. to both HRPDC and HRTPO.

Recorded vote on the motion:

**YES:** Councilmembers Cannella, Green, Southall, Hux, Vice Mayor Freeman and Mayor Helsel

**NO:** None

**2. Resolution Approving an Employment Agreement with the City Manager**

Councilman Green moved, seconded by Vice Mayor Freeman, to approve the employment agreement with the City Manager, J. Randall Wheeler, effective January 11, 2021 through January 31, 2023.

Recorded vote on the motion:

**YES:** Councilmembers Hux, Southall, Green, Cannella, Vice Mayor Freeman, and Mayor Helsel

**NO:** None

**COMMENTS OF THE CITY MANAGER:**

City Manager, Randy Wheeler, thanked Council for renewing his contract. Mr. Wheeler asked for the public's help in reporting any damage they may see at Messick Point Park by calling 911. He showed slides and discussed damage done to the park over the New Year's weekend.

**COUNCIL DIRECTIVES:**

Vice Mayor Freeman welcomed Mayor Helsel back and thanked everyone for their vote electing him as Vice Mayor. He also hoped that the public stays safe.

Councilman Green suggested staff look into the cost of motion sensor lights and/or cameras at Messick Point to try to deter the vandalism. Mr. Wheeler advised further measures are being researched.

Councilman Cannella welcomed Mayor Helsel back and reiterated the importance of replacing the turf field at the Middle School.

Councilman Southall welcomed Mayor Helsel back and congratulated Vice Mayor Freeman for his election and Mr. Wheeler for his re-appointment. Councilman Southall received an email from a citizen expressing appreciation for the Public Works staff that they observed preparing City vehicles for the snow storm that didn't come, but being ready.

Mayor Helsel expressed his appreciation for the support from Council to replace the turf field at the Middle School. He also congratulated Mayor Hunt on his years of service on City Council and as Mayor and wished him and his family well.

**ADJOURNMENT:**

There being no further business, Councilman Green moved, seconded by Vice Mayor Freeman to adjourn the meeting. Recorded vote on the motion:

**YES:** Councilmembers Southall, Hux, Green, Cannella, Vice Mayor Freeman and Mayor Helsel

**NO:** None

The meeting was adjourned at approximately 7:31 p.m.



# CITY OF POQUOSON

POLICE DEPARTMENT

774 POQUOSON AVENUE, POQUOSON, VIRGINIA 23662

January 25, 2020

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Stephen E. Keatts, Chief of Police

**SUBJECT:** Resolution and Ordinance for Fiscal Year 2021 for General Fund – UTV Grant Funding

Firehouse Subs Public Safety Foundation, Inc. is a charity based in Jacksonville, Florida that provides grant funding to Public Safety Agencies to assist in the acquisition of equipment that aid in response in the community.

Prior to my appointment as Chief of Police, the Police Department had applied for a grant from the Firehouse Subs Public Safety Foundation, Inc. for the acquisition of a Polaris XP 1000 EPS Utility-Terrain Vehicle with Light Kit/Siren/PA System, Winch and Rescue Skid (UTV). On January 8, 2021, the Police Department was notified by the Foundation that they are awarding the City of Poquoson Police Department, \$24,476.08 for this purpose.

The Police Department recognized the need for a UTV to access areas of the City that are not accessible by conventional motor vehicles but in certain circumstances, such as lost or missing persons, may need to be accessed more quickly than could be accomplished on foot.

Attached for consideration is a resolution authorizing the City Manager to sign a memorandum of understanding between the City of Poquoson and Firehouse Subs Public Safety Foundation, Inc. accepting the grant funds to acquire the specified UTV and an ordinance appropriating the grant funds.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT A GRANT FOR A POLARIS XP 1000 EPS UTILITY-TERRAIN VEHICLE WITH LIGHT KIT/SIREN/PA SYSTEM, WINCH AND RESCUE SKID**

**WHEREAS**, the Police Department has recognized the need to acquire a Utility-Terrain Vehicle to assist in response to lost/missing persons or other emergencies in areas not accessible by conventional motor vehicles; and

**WHEREAS**, the Firehouse Subs Public Safety Foundation, Inc. has awarded the City \$24,476.08 for the purchase of a Polaris XP 1000 EPS Utility-Terrain Vehicle with Light Kit/Siren/PA System, Winch and Rescue Skid; and

**WHEREAS**, the Firehouse Subs Public Safety Foundation, Inc. has produced a Memorandum of Understanding as to the acceptance of Funding and the use of funding; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Poquoson, Virginia:

**Section 1:** That the City Manager is hereby authorized to accept funding in the amount of \$24,476.08 for the purchase of a Polaris XP1000 EPS Utility-Terrain Vehicle with Light Kit/Siren/PA System, Winch and Rescue Skid by signing a Memorandum of Understanding – Funding Agreement with the Firehouse Subs Public Safety Foundation, Inc.

**Section 2:** That this resolution shall become effective immediately upon adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_  
City Clerk



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS  
FOR FISCAL YEAR 2021 IN GENERAL FUND**

**WHEREAS**, the Police Department through the Firehouse Subs Public Safety Foundation, Inc. has been awarded a grant to purchase a Polaris XP 1000 EPS Utility-Terrain vehicle, and

**WHEREAS**, the total amount of the grant is \$24,476, and

**WHEREAS**, the City has additional needs to be appropriated.

**NOW, THEREFORE, BE IT ORDAINED**, by the Council of the City of Poquoson, Virginia:

**Section 1:** That an additional \$24,476 in revenues in the General Fund be and the same hereby are appropriated within the Fiscal Year 2021 Budget as follows:

**GENERAL FUND**

**Revenues:**

Grant \$24,476

**Expenditures:**

Police – Equipment \$24,476

**Section 2:** That the second reading of this ordinance is hereby dispensed with and the provisions contained herein shall become effective immediately upon adoption.

**ADOPTED:** \_\_\_\_\_

**TESTE:** \_\_\_\_\_

**City Clerk**