

1. City Council Regular Session Agenda March 8, 2021

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**POQUOSON CITY COUNCIL
REGULAR SESSION MEETING
MONDAY, MARCH 8, 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 February 22, 2021

E. NEW BUSINESS

- 1. Resolution authorizing the Mayor to execute the Amended Charter Agreement of the Hampton Roads Workforce Council.**
- 2. Resolution and Ordinance for Fiscal Year 2021 for General Fund – Police Community Outreach Grant Funding.**

F. CLOSED SESSION

Closed Session pursuant to Section 2.2-3711(A)(5) of the Code of Virginia (1950), as amended to discuss prospective business or industry.

G. COMMENTS OF THE CITY MANAGER

H. COUNCIL DIRECTIVES

I. ADJOURNMENT

MINUTES OF THE CITY COUNCIL MEETING
February 22, 2021 7:00 P.M.
REGULAR SESSION

PRESENT: The Honorable Gordon C. Helsel, Jr., Mayor
The Honorable Carey L. Freeman, Vice Mayor
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

VIA TELECOM: The Honorable Herbert R. Green, Jr.
The Honorable Jana D. Andrews

ABSENT: None

MEETING CALLED TO ORDER:

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

INVOCATION AND PLEDGE OF ALLEGIANCE:

Councilman Cannella rendered the invocation and led the audience in the Pledge of Allegiance.

PUBLIC HEARING:

- 1. Ordinance Authorizing the Issuance of up to \$3,600,000 City of Poquoson General Obligation Bonds for Certain Capital Improvements**
- 2. Resolution Authorizing the Issuance of up to \$4,100,000 Principal Amount of General Obligation Funding Bonds of the City of Poquoson, Virginia, for the Purpose of Refunding Certain General Obligation Bonds of the City and Providing for the Form, Details and Payment Thereof**

Tonya O'Connell introduced Kyle Laux from Davenport & Company, LLC to present an Ordinance Authorizing the Issuance of General Obligation Bonds and Resolution Authorizing Refunding of Series 2012 Bonds to finance the cost of certain public school capital improvements as provided for in the FY 2021-2025 Constrained Capital Improvement Plan and refunding of \$4.1 Million Series 2012 Bonds supported by the Sewer Fund. For the New Money Financing, Citizens & Farmers Bank (C&F) provided the lowest interest rates out of 8 bidders that responded with a fixed rate of 1.15% for 15 years and 1.55% for 20 years. Five banking institutions submitted proposals to refinance the 2012 GO Bonds with Truist submitting the most favorable proposal at a rate of 1.49% for approximately 8 months and convert to a tax-exempt rate of 1.18% for the final 6+ years of the loan.

Mayor Helsel opened the Public Hearing. Having no speakers the public hearing was closed.

Vice Mayor Freeman moved, seconded by Councilman Cannella, to adopt the Ordinance Authorizing the Issuance of up to \$3,600,000 City of Poquoson General Obligation Bonds for Certain Capital Improvements. Recorded vote on the motion:

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

NO: None

Councilman Southall moved, seconded by Councilman Cannella, to adopt the Resolution Authorizing the Issuance of up to \$4,100,000 Principal Amount of General Obligation Funding Bonds of the City of Poquoson, Virginia, for the Purpose of Refunding Certain General Obligation Bonds of the City and Providing for the Form, Details and Payment thereof. Recorded vote on the motion:

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

NO: None

AUDIENCE FOR VISITORS:

None

APPROVAL OF THE MINUTES:

Vice Mayor Freeman moved, seconded by Councilman Southall, to adopt the minutes of the regular session held on January 25, 2021 as submitted. Recorded vote on the motion:

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

NO: None

NEW BUSINESS:

1. Ordinance Making Additional Appropriations for Fiscal Year 2021 for General Fund (Grants, State Aid and Donations)

Finance Director, Tonya O'Connell presented an Ordinance for consideration for Fiscal Year 2021 additional revenues for various departments within General Fund. The Fire Department received a 2020 Local Emergency Management Performance Grant (LEMPG) in the amount of \$7,500 as well as an allocation of funds from the Fiscal Year 2021 Fire Program Fund from the Virginia Department of Fire Programs in the amount of \$46,304. The Finance Department received a grant from the Virginia Risk Sharing Association of \$4,000 that was used to purchase CR2 defibrillators at City Hall and Municipal Building. The Police Department received additional donations in the amount of \$325. The Library has received donations in the amount of \$690 as well as the final state aid amount from the Library of Virginia for \$7,110.

Vice Mayor Freeman moved, seconded by Councilman Cannella, to approve the Ordinance Making Additional Appropriations for Fiscal Year 2021 for General Fund (Grants, State Aid and Donations). Recorded vote on the motion:

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

NO: None

2. Resolution Making Appointments to Various Boards and Commissions

Vice Mayor Freeman moved, seconded by Councilman Cannella, to adopt a Resolution appointing Roy Q. Staton to the York/Poquoson Social Services Advisory Board, with a term expiring January 31, 2025; appointing Steven Schott to the Architectural Review Board with a term expiring January 31, 2024; appointing Sally A. Smith to the Wetlands Board with a term expiring January 31, 2026. Recorded vote on the motion:

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

NO: None

3. Resolution Making Nominations for Appointment to the Board of Equalization

Vice Mayor Freeman moved, seconded by Councilman Southall, to adopt a Resolution nominating Henry L Freeman, James Bales, Cecil P. Miller, Casey D. Stratton, Kathleen C. Powell and Theresa Sullivan for appointment to the Board of Equalization with term expiring January 31, 2022. Recorded vote on the motion:

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

NO: None

4. Ordinance Regarding Applications to the Board of Equalization and the Disposition of Such Applications

Vice Mayor Freeman moved, seconded by Councilman Cannella, to adopt a Resolution stating property owners or lessees having complaints of inequality based upon a lack of uniformity in assessments or with regard to errors in acreage may apply for relief to the Board of Equalization, applications shall be delivered to the City Assessor's office prior to close of business on July 2, 2021. The Board of Equalization shall dispose of all appeal applications for relief by the close of business on August 18, 2021. Recorded vote on the motion:

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

NO: None

CLOSED SESSION:

Vice Mayor Freeman moved, seconded by Councilman Cannella, to go into Closed Session pursuant to Section 2.2-3711(A)(3) of the Code of Virginia (1950), as amended, to discuss acquisition of real property for public purpose. Recorded vote on the motion:

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

NO: None

RECONVENEMENT:

Upon reconvening from Closed Session, Vice Mayor Freeman moved, seconded by Councilman Cannella, to adopt a resolution certifying that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed during the Closed Session. Recorded vote on the motion:

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

NO: None

COMMENTS OF THE CITY MANAGER:

City Manager, Randy Wheeler, stated for the record that Councilman Green and Councilwoman Andrews were participating via telecom. Mr. Wheeler thanked all the participants involved in the financing actions that have taken place to take advantage of our credit rating and the current market conditions to re-finance sewer debt that will save the community about \$150,000. Mr. Wheeler also stated that the financing package for the last piece of the Middle School project and the Turf Field is under budget and due to the very low interest rate The City can shorten the term from 20 years to 15, which will save about \$250,000 in costs over the term of the loan.

COUNCIL DIRECTIVES:

Councilman Southall thanked Mr. Wheeler and Staff for their work in saving the community money with the financing of the Middle School and Turf Field project. Mr. Southall also thanked the Poquoson Museum for their donation to the Poquoson Police Foundation towards a new K-9. Mr. Southall also asked that everyone keep the family of a local business who suffered a loss this week in their prayers.

Councilman Cannella congratulated the Poquoson High School wrestling team on their fourth State Championship.

Councilman Green reminded everyone that the Food Bank is Tuesday, February 23rd and is sponsored by the City of Poquoson.

ADJOURNMENT:

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

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

NO: None

The meeting was adjourned at approximately 7:46 p.m.



CITY OF POQUOSON

Office of the City Manager
J. Randall Wheeler

500 City Hall Avenue, Poquoson, Virginia 23662-1996
(757)868-3000 Fax (757)868-3101

March 8, 2020

To: City Council

From: City Manager

Subject: Resolution authorizing the Mayor to execute the Amended Charter Agreement of the Hampton Roads Workforce Council.

As you may recall from your March 9, 2020 meeting, a resolution was passed in support of the re-designation of Local Workforce Development Areas 14 & 16 into a new single Local Workforce Development Area. This is the final step in the merger of the two Workforce Development Boards (Hampton Roads and Greater Peninsula) that started last year into new single organization to provide such services within the fifteen localities. Localities include the cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Williamsburg and Virginia Beach and the counties of Gloucester, Isle of Wight, James City, Southampton and York.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE THE AMENDED CHARTER AGREEMENT OF THE HAMPTON ROADS WORKFORCE COUNCIL

THIS SEVENTH AMENDED CHARTER AGREEMENT (“Agreement”) is made this first day of July, 2021, by and between the Cities of Chesapeake, Hampton, Franklin, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg, and the Counties of Gloucester, James City, Isle of Wight, Southampton, and York, pursuant to the authority granted by Section 15.2-1300 of the Code of Virginia, 1950, as amended.

WHEREAS, effective July 1, 1974, the Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach, and the Counties of Isle of Wight and Southampton joined together to create the Southeastern Tidewater Area Manpower Authority, now known as the Hampton Roads Workforce Council, as a joint venture; and Whereas, effective October 1, 1983, January 1, 1985, January 1, 2000, July 1, 2001, July 2015, and January 2019 the participating jurisdictions amended the Charter of the Hampton Roads Workforce Council in certain respects; and

WHEREAS, the participating jurisdictions desire to amend the Charter of the Hampton Roads Workforce Council a seventh time consistent with applicable provisions of the Workforce Innovation and Opportunity Act of 2014 (“WIOA”), as may be amended from time to time, and to reaffirm the Charter in all other respects.

NOW, THEREFORE, it is mutually agreed by the parties hereto as follows:

1. The consortium chartered the 1st day of July, 1974, by the Cities of Chesapeake, Franklin, Norfolk, Portsmouth, Suffolk and Virginia Beach and the Counties of Isle of Wight and Southampton the Hampton Roads Workforce Council shall, effective, July 1, 2021, incorporate the Cities of Hampton, Newport News, Poquoson, and Williamsburg and the Counties of Gloucester, James City and York into the consortium known as the Hampton Roads Workforce Council.
2. The Hampton Roads Workforce Council shall exist indefinitely, subject to dissolution by agreement of the governing bodies of the participating jurisdictions.
3. The Hampton Roads Workforce Council shall have for its purpose the provision of workforce development services in accordance with the provisions of the WIOA as may be amended from time to time, or any future legislation of similar import and applicability, and shall serve as the grant sub-recipient.
4. The Hampton Roads Workforce Council shall be governed by a Workforce Development Board duly appointed in accordance with the WIOA, as may be amended from time to time, and by the collective direction of the Chief Local Elected Officials (“CLEO”) of each participating jurisdiction.

5. The Hampton Roads Workforce Council is hereby authorized and empowered:

- (a) To adopt policies and procedures for the regulation of its affairs and the conduct of its business;
- (b) To maintain an office at such place or places as it may designate;
- (c) To sue and be sued;
- (d) To accept grants and gifts from the participating jurisdictions, the Commonwealth of Virginia, the Federal government or any other governmental body or political subdivision, and from any individual, corporation, partnership, association or other entity;
- (d) To enter into contracts with the Federal government, the Commonwealth of Virginia, any political subdivision, or any agency or instrumentality thereof, or with any individual, corporation, workforce investment board, partnership, association or other entity providing for or relating to the furnishing of workforce development or related services;
- (f) To employ such staff and to retain such legal or professional representation as may be deemed necessary, and to prescribe their powers and duties and fix their compensation, within the approved budget;
- (g) To make and enter into all contracts and agreements necessary or incidental to or desirable for the performance of its duties and the execution of its powers hereunder; provided, however, that contracts or agreements for the borrowing of money shall be subject to obtaining the express written consent of each participating jurisdiction;
- (h) To do all acts and things necessary or convenient to carry out its purposes, consistent with the provisions of WIOA, as may be amended from time to time, or any future legislation of similar import and applicability.

6. The Hampton Roads Workforce Council shall be funded by governmental grants and private contributions as set forth in section 4(d) above and shall conduct a financial and compliance audit annually in accord with all applicable rules and regulations.

7. The fiduciary liability for funds shall be vested in the participating jurisdictions on a percentage basis determined by comparing the amount of actual utilization of workforce development services by a participating jurisdiction to the total utilization of such services by all participating jurisdictions during the fiscal year pertaining to any such liability. The percentage shall be determined by using, as the numerator, the number of participants served during such fiscal year from a particular participating jurisdiction, and, as the denominator, the total participants served during such fiscal year from all participating jurisdictions.

8. Any participating jurisdiction may withdraw from this Agreement as of the last day of June in any year, provided it gives written notice thereof to all of the other CLEOs prior to the first day of March preceding the date of withdrawal.

9. All real and personal property to be used for the purposes set forth above shall be acquired and held in the name of the Hampton Roads Workforce Council. Upon the dissolution of the Hampton Roads Workforce Council, all of its assets and property, both real and personal, tangible and intangible, shall be disposed of by the participating CLEOs in accordance with applicable law, as well as those rules and regulations as may have been properly promulgated by such Officials.

IN WITNESS WHEREOF, the parties hereunto have set their signatures and seals as of the day and year first written above.

Signatures Appear on the Following Pages.

ADOPTED: _____

TESTE: _____

City Clerk



CITY OF POQUOSON

POLICE DEPARTMENT

774 POQUOSON AVENUE, POQUOSON, VIRGINIA 23662

February 24, 2021

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 – Police Community Outreach Grant Funding

First Responders Children's Foundation, Inc. is a charity based in New York, New York that provides grant funding to Public Safety Agencies to assist with programs that benefit Children in the community in response in the community.

The Poquoson Police Department submitted a funding proposal to the Foundation requesting assistance with funding for a Bicycle Rodeo to be conducted twice each year. The Foundation has awarded the Department \$2,000.00 to support this new program.

In our continued efforts to build relationships in our community and provide for a safer environment in which to live, work and play, The Poquoson Police Department will establish a Bicycle Rodeo for children in our community in Third Grade through Eighth Grade. This program will provide safety equipment and education to our youth while building relationships between our Officers and Community.

Attached for consideration is a resolution and ordinance authorizing the City Manager to receive and appropriate these grant funds in Fiscal Year 2021.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ACCEPT A GRANT FOR THE ESTABLISHMENT OF A BICYCLE RODEO

WHEREAS, the Police Department seeks to continue community engagement efforts by establishing a Bicycle Rodeo, a bicycle safety program for community children; and

WHEREAS, the First Responders Children's Foundation, Inc. has awarded the City \$2,000.00 for the establishment of this program;

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 \$2,000.00 for the establishment of a Bicycle Rodeo by the Poquoson Police Department.

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 – POLICE COMMUNITY OUTREACH
GRANT FUNDING**

WHEREAS, the Police Department through the First Responders Children Foundation, Inc. has been awarded a grant to establish a Bicycle Rodeo, and

WHEREAS, the Bicycle Rodeo will be used as a community outreach program with children in grades 3 through 8, and

WHEREAS, the total amount of the grant is \$2,000, 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 \$2,000 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 \$2,000

Expenditures:

Police \$2,000

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

1st Responders Children's Foundation Grant Proposal

The purpose of this proposal is to explore a new program the Poquoson Police Department will develop based on the 1st Responders Children's Foundation Grant. This program will benefit the children in our community with equipment and information to safely ride their bicycle in the City of Poquoson. After witnessing a majority of the youth population improperly riding their bicycles, this department created a plan to educate and provided safety equipment free of charge to the citizens of Poquoson. Listed below is an outline of the program and the fees included. The goal of this program is to reduce the risk of the youth population being involved in an accident due to a lack of knowledge, while also providing safety equipment to help reduce the likelihood of serious injury if they are involved in a biking accident.

1) Program: "Bike Rodeo"

- a. This program will be a three hour class where the children will be educated on the laws regarding bike safety (information will be presented at a child's level). Information will include hand signals, what side of the street to ride on, obeying traffic signals, when to yield, and looking both ways before entering a street.
- b. Officers will explain safety equipment regarding helmets, lights, checking the tires and chains, and ensuring the brakes are in working order. During this time officers will check the children safety equipment to make sure everything is working appropriately.
- c. Members of the Poquoson Police Department's Bike team will conduct a quick demonstration of their skills required for the bike team and skills everyone should know when riding a bike
- d. The participants will be given the opportunity to practice their new skills on a bike course set up by the Poquoson Police Department. In the pre-approved courses the children will practice hand signals, obeying traffic signs, staying straight on a road, and safely avoiding objects in the road.
- e. After the educational instruction and skill sets are complete the children will be invited to a lunch with the officers. At this lunch children will bring their own lunch and sit with officers while they eat. The purpose of this lunch is to provide the children an opportunity to ask the officers questions in an informal setting.

2) Program Dates

- a. This department plans on hosting this event twice a year, once in the spring and once in the fall.
- b. Every class will be held on a Saturday from 10am to 1pm
- c. The first two hours will consist of educational instruction and skill set. The last hour will be for lunch and questions.
- d. The time frame will be flexible due to the uncertainty of how long the skill sets might take.

1st Responders Children's Foundation Grant Proposal

3) Program Requirements

- a. The age range to take the class is 3rd grade to 8th grade.
- b. Each class will contain a group of no more than 20 children.
- c. Parents/guardians will be required to stay at the event during the three hours.
- d. Waivers will be required releasing the police department of any liabilities.
- e. A minimum of two Poquoson Police Department bike team members will need to be at the event.

4) Program Logistics

- a. This department will work with Parks and Rec to provided program dates and requirements to the public.
- b. Multiple locations have been checked, with the Pool Parking lot being this department's first choice. If this location is unavailable a backup location of the Primary School Parking lot will work
- c. Water and snacks will be available free of charge to all participants.
- d. Tents will be set up to provide shade for the children and parents.
- e. Parents will be encouraged to bring chairs due to lack of seating at identified locations.
- f. Every child will be offered a helmet free of charge if they do not have one.
- g. Every child will be provided a headlight, tail light, bike lock, and goodie bag filled with bike information

5) Secondary Year Round Program

- a. As a add on to this program officers on scene will offer to add a serial number or identifying marking on the bike with an engraving tool.
- b. After Officers create this mark they will log this information at the Poquoson Police Department to assist in found and stolen bicycles
- c. This program will be offered year round to the citizens of Poquoson
- d. Engraving dates will be put out on social media to notify citizens when we are available to engrave their bicycles.

6) Program Cost

- a. Helmet: Located at Walmart
 - i. Cost per helmet: \$19.96
 - ii. Cost for 40 helmets: \$798.40
- b. Rechargeable LED Bike Light Set: Located at Walmart
 - i. Cost per kit: \$11.48
 - ii. Cost for 40 kits: \$459.20
- c. Bell Cable Lock: Located at Walmart

1st Responders Children's Foundation Grant Proposal

- i. Cost per Lock: \$4.99
 - ii. Cost for 40 Locks: \$199.60
- d. 7in Cones (pack of 24): Located at Amazon
 - i. Cost per pack: \$11.99
 - ii. Cost for 4 packs: \$47.96
- e. Water and Snacks: Located at Walmart
 - i. Cost per event: \$60.00
 - ii. Cost per year: \$120.00
- f. Goodie Bags: Located at multiple companies
 - i. Cost per event: \$150.00
 - ii. Cost per year: \$300.00
- g. Dremel Engraver 290 Series: Located at The Home Depot
 - i. Cost for item: \$17.95
 - ii. Cost for 2 engravers: \$35.90
- h. Final Cost
 - i. Final Cost per event: \$938.60
 - ii. Extra Cost to start the program: \$83.86
 - iii. Cost per year for 2 classes: \$1,877.20
 - iv. Total amount requesting: \$ 2,000.00

RESOLUTION NO. _____

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Council of the City of Poquoson, Virginia convened in a closed session on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, 2.2-3711(A)(5) of the Code of Virginia (1950), as amended requires a certification by this Council that such closed session was conducted in conformity with Virginia Law.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Poquoson, Virginia does hereby certify that to the best of each member's knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed session to which this certification resolution applies and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by the Council.

ADOPTED: _____

TESTE: _____

City Clerk