

1. City Council Agenda March 22, 2021

Documents:

CITY COUNCIL MEETING AGENDA MARCH 22, 2021.PDF  
MINUTES CITY COUNCIL REGULAR MEETING MARCH 8, 2021.PDF  
ORDINANCE TO TRANSFER FUNDS TO CAPITAL PROJECT FUND.PDF  
ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO CONTRACT-  
POQ AVE SIDEWALK.PDF  
RESOLUTION MAKING APPOINTMENTS TO ECONOMIC DEVELOPMENT  
AUTHORITY.PDF

**POQUOSON CITY COUNCIL  
REGULAR SESSION MEETING  
MONDAY, MARCH 22, 2021, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE – Councilman Green**

**C. SPECIAL PRESENTATION**

- **Proclamation Recognizing Child Abuse Prevention Month**

**D. AUDIENCE FOR VISITORS**

**E. APPROVAL OF THE MINUTES**

- (a) Regular Session March 8, 2021**

**F. NEW BUSINESS**

- 1. Ordinance to Transfer Funds to Capital Project Fund from Debt Service Fund for Fiscal Year 2021**
- 2. Ordinance Authorizing the City Manager to Enter Into Contract – Poquoson Avenue Sidewalk and Crosswalk Construction Project.**
- 3. Resolution Making Appointments to Economic Development Authority**

**G. COMMENTS OF THE CITY MANAGER**

**H. COUNCIL DIRECTIVES**

**I. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING**

**March 8, 2021 7:00 P.M.**

**REGULAR SESSION**

**PRESENT:** The Honorable Gordon C. Helsel, Jr., Mayor  
The Honorable Herbert R. Green, Jr.  
The Honorable David A. Hux  
The Honorable Charles M. Southall III  
The Honorable Thomas J. Cannella II  
The Honorable Jana D. Andrews  
  
J. Randall Wheeler, City Manager  
Kimberly Healy, City Clerk  
D. Wayne Moore, City Attorney

**ABSENT:** The Honorable Carey L. Freeman, Vice Mayor

**MEETING CALLED TO ORDER:**

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

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

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

**AUDIENCE FOR VISITORS:**

None

**APPROVAL OF THE MINUTES:**

Councilman Green moved, seconded by Councilman Cannella, to adopt the minutes of the regular session held on February 22, 2021 as submitted. Recorded vote on the motion:

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

**NO:** None

**NEW BUSINESS:**

**1. Resolution authorizing the Mayor to execute the Amended Charter Agreement of the Hampton Roads Workforce Council**

City Manager, Randy Wheeler, reviewed the Amended Charter Agreement of the Hampton Roads Workforce Council to merge two Workforce Boards (Hampton Roads and Greater Peninsula) into a new single Local Workforce Development Area.

Councilman Green moved, seconded by Councilman Cannella, to approve the Resolution Authorizing the Mayor to Execute the Amended Charter Agreement of the Hampton Roads Workforce Council. Recorded vote on the motion:

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

**NO:** None

**2. Resolution and Ordinance for Fiscal Year 2021 for General Fund – Police Community Outreach Grant Funding**

Police Chief, Stephen Keatts, presented a grant from First Responders Children’s Foundation, Inc., a charity based in New York, NY that provides grant funding to Public Safety Agencies to assist with programs that benefit children in the community. The foundation has awarded the department \$2,000.00 to support this new program.

In a continued effort to build relationships in our community and provide for a safer environment, the Police Department will establish a bicycle rodeo for children in the community in third through eighth grades to provide safety equipment and safety education to our youth.

Councilman Green moved, seconded by Councilman Southall, to adopt a Resolution Authorizing the City Manager to Accept a Grant for the Establishment of a bicycle rodeo. Recorded vote on the motion:

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

**NO:** None

Councilman Green moved, seconded by Councilman Cannella, to adopt an Ordinance Making Additional Appropriations for Fiscal Year 2021 in General Fund – Police Community Outreach Grant Funding. Recorded vote on the motion:

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

**NO:** None

**CLOSED SESSION:**

Councilman Green moved, seconded by Councilman Southall, to go into Closed Session pursuant to Section 2.2-3711(A)(5) of the Code of Virginia (1950), as amended, to discuss prospective business or industry. Recorded vote on the motion:

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

**NO:** None

**RECONVENEMENT:**

Upon reconvening from Closed Session, Councilman Green moved, seconded by Councilman Southall, 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 and Mayor Helsel

**COUNCIL DIRECTIVES:**

Councilman Southall thanked the citizens for paying attention to the City Government and for their prayers for Graham Wilson and Vice Mayor Freeman.

Councilwoman Andrews reiterated the thanks for continued prayers.

Councilman Hux reiterated prayers for Vice Mayor Freeman.

Councilman Green concurred with prayers for Vice Mayor Freeman and Graham Wilson.

**COMMENTS OF THE CITY MANAGER:**

City Manager, Randy Wheeler, asked for continued prayers for Graham Wilson, Vice Mayor Freeman and the young man involved in the auto accident over the weekend.

**ADJOURNMENT:**

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

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

**NO:** None

The meeting was adjourned at approximately 7:30 p.m.



# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

March 22, 2021

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Tonya O'Connell, Finance Director

**SUBJECT:** Ordinance To Transfer Funds To Capital Project Fund From Debt Service Fund for Fiscal Year 2021

Attached is an appropriation for City Council's consideration for additional transfer to the Capital Project Fund from the Debt Service Fund in Fiscal Year 2021. The transfer of \$160,000 to the Capital Project Fund will provide funding for land and/or easement acquisition and construction-related expenses for the second phase of the sidewalk project.

The transfer is made possible by the decision of City Council to refinance/restructure part of the 2012 general obligation bond and the entire 2013 general obligation bond in July 2020. The refinance/restructure of the debt provided for lower interest rates and available cash flow. In November 2020, City Council utilized a portion of the savings towards fully funding the Fiscal Stability Reserve. The transfer of \$160,000 to Capital Project Fund will utilize the remaining savings for Fiscal Year 2021.

Additionally, the appropriation will provide the authorization for the City Manager to acquire the land and/or easement acquisition this is required for the second phase of the sidewalk project.

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

**AN ORDINANCE TO TRANSFER FUNDS TO THE CAPITAL PROJECT FUND  
FROM DEBT SERVICE OF THE CITY OF POQUOSON, VIRGINIA  
FOR FISCAL YEAR 2021**

**WHEREAS**, the City on July 2, 2020 refinanced/restructured part of the 2012 general obligation bond and the entire 2013 general obligation bond, and

**WHEREAS**, the refinanced/restructured debt provided for lower interest rates and available cash flow during Fiscal Year 2021, and

**WHEREAS**, a portion of the cash flow from the refinance has been used to enhance the Fiscal Stability Reserve to achieve and maintain the \$1 Million for contingency against unanticipated/emergency expenditures, and

**WHEREAS**, the City has identified a second phase of the sidewalk project that warrants purchase of land and/or easement acquisition, and

**WHEREAS**, the City will have cost related to the land and/or easement acquisition and construction-related expenses for the second phase, and

**WHEREAS**, the remaining cash flow of \$160,000 which resides in Debt Service Fund and will be transferred to the Capital Project Fund, and

**WHEREAS**, a transfer of \$160,000 in the Capital Project Fund will be appropriated towards the cost of the second phase of the sidewalk project.

**WHEREAS**, the appropriation will provide funding for land and/or easement acquisition and construction-related expenses.

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

**Section 1:** That additional revenues of \$160,000 in the Capital Project Fund and \$0 in the Debt Service Fund be and the same hereby are appropriated within the Fiscal Year 2021 Budget as follows:

**CAPITAL PROJECT FUND**

Transfer In:

Transfers In – Debt Service Fund \$160,000

Expenditure:

Sidewalk Project – Second Phase \$160,000

**DEBT SERVICE FUND**

Expenditures and Transfers Out:

Debt Service	\$(160,000)
Transfer Out – Capital Project Fund	<u>160,000</u>
	<u>\$-0-</u>

**Section 2:** That the City Manager is hereby authorized to do all things necessary to enter into a contract to acquire land and/or easement necessary to begin the second phase of the sidewalk project.

**Section 3:** That the second reading of this ordinance is hereby dispensed with and the provision contained herein shall become effective immediately upon adoption.

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

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





# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

March 22, 2021

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Tonya O'Connell, Finance Director

**SUBJECT:** Ordinance Authorizing The City Manager to Enter Into Contract – Poquoson Avenue Sidewalk and Crosswalk Construction Project

The Engineering Department received approval in 2018 from the Virginia Commonwealth Transportation Board to receive funding for the Poquoson Avenue Sidewalk and Crosswalk Construction Project. The Invitation For Bids was issued in January 2021 and the City received one bid on the project.

The sole bidder, M.K. Taylor Jr. Contractors, Inc. provided for a base bid of \$168,145.60 and two alternate bids totaling \$60,031.00 for a total bid of \$228,176.60. The base bid provides for extension of approximately 1,500 feet of sidewalk along Poquoson Avenue. Sidewalk extends from 912 Poquoson Avenue to Cedar Road. The project will also provide pedestrian crosswalks on Poquoson Avenue at Little Florida Road and Poquoson Avenue at Poquoson Middle School. The bid alternates consists of solar powered LED blinker signs and replacement of three non-blinker pedestrian signs at the intersection of Poquoson Avenue and Little Florida Road to solar powered LED blinker signs.

The City Engineering Department is working with the regional Virginia Department of Transportation (VDOT) staff to determine if the sole bidder can be awarded the contract and if the alternative bids can be approved. The City Manager is authorized to approve contracts up to \$100,000.00. Due to the amount of the proposed bid, the City Manager will need approval to enter into contract with the sole bidder.

Attached is an ordinance for City Council's consideration authorizing the City Manager to enter into contract with M.K. Taylor Jr. Contractors, Inc. to construct the sidewalk and crosswalk at Poquoson Avenue contingent upon receiving approval from VDOT and staff's bid review verifying that all bid requirements have been met.

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

**AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ENTER INTO  
CONTRACT – POQUOSON AVENUE SIDEWALK AND CROSSWALK  
CONSTRUCTION PROJECT**

**WHEREAS**, the City through Resolution #5023 adopted January 8, 2018 authorized the City Manager to enter into all agreements regarding the Poquoson Avenue Sidewalk and Crosswalk Construction Project with the Virginia Commonwealth Transportation Board, and

**WHEREAS**, the City through Ordinance #1612 adopted March 25, 2019 appropriated the revenue associated with the project, and

**WHEREAS**, the City issued Invitation For Bids #21-004 and received one bid from M.K. Taylor Jr. Contractors, Inc. for a total bid which included two alternative bids of \$228,176.60, and

**WHEREAS**, the award of the contract is contingent upon approval from the regional Virginia Department of Transportation (VDOT) and staff's bid review verifying that all bid requirements have been met.

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

**Section 1:** That the City Manager is hereby authorized to do all things necessary to enter into a contract to construct the Poquoson Avenue Sidewalk and Crosswalk with M.K. Taylor Jr. Contractors, Inc. upon approval from VDOT and verification from the City Engineering Department that all bid requirements have been met.

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

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

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

City Clerk



# CITY OF POQUOSON

OFFICE OF THE CITY MANAGER

500 CITY HALL AVENUE  
POQUOSON, VA 23662  
(757) 868-3000 TELEPHONE  
(757) 868-3101 FAX

March 22, 2021

**To:** City Council

**From:** City Clerk

**Subject: Resolution Making Appointments to the Economic Development Authority**

Presented for your consideration is a resolution making appointments to Economic Development Authority.

Incumbents' Kathleen Feigh and Raymond Yannello are eligible for reappointment and wishes to remain on the Economic Development with a term ending March 31, 2025.

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

**RESOLUTION MAKING APPOINTMENTS  
TO THE ECONOMIC DEVELOPMENT AUTHORITY**

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

**Section 1:** That the following persons be and the same hereby is appointed to Economic Development Authority for the term indicated:

	<u>Name</u>	<u>Term Expires</u>
1.		March 31, 2025
2.		March 31, 2025

**Section 2:** That this resolution shall be in effect on and after its adoption.

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

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