

1. City Council Regular Session Agenda October 11, 2022

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**POQUOSON CITY COUNCIL
REGULAR SESSION MEETING
TUESDAY, OCTOBER 11, 2022, 7:00 P.M.**

A. MEETING CALLED TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE – Councilman Green

C. SPECIAL PRESENTATIONS

- **Special Recognition – Cameron Carr and Jaiyden Mayhew**
- **Charles Parish Chapter, NSDAR – 50th Anniversary**
- **Annual Seafood Festival – Gretchen Gochenour and Dave Callis**
- **York/Poquoson Social Services Report – Margaret Mack-Yaroch**

D. AUDIENCE FOR VISITORS

E. APPROVAL OF THE MINUTES

(a) Regular Session September 12, 2022

F. NEW BUSINESS

- 1. Ordinance Making Additional Appropriations for Fiscal Year 2023 for General Fund and (FY 2022 Carryover Funds for Various Departments)**
- 2. Resolution Making an Appointment to the Library Advisory Board**

G. COMMENTS OF THE CITY MANAGER

H. COUNCIL DIRECTIVES

I. ADJOURNMENT

MINUTES OF THE CITY COUNCIL MEETING

September 12, 2022 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 Charles M. Southall III
The Honorable David A. Hux
The Honorable Jana D. Andrews
The Honorable Keith A. Feigh

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

ABSENT: None

MEETING CALLED TO ORDER:

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

INVOCATION AND PLEDGE OF ALLEGIANCE:

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

SPECIAL PRESENTATIONS:

Vice Mayor Freeman presented a Proclamation for Constitution Week to members of the Daughters of the American Revolution.

Bonnie Condrey of the Electoral Board presented an update on the upcoming November election. Mrs. Condrey reviewed State Legislature change that the City of Poquoson will no longer vote as an At-Large City for City Council representatives which means each precinct will only vote for the City Council representatives from their precinct. The Mayor and Constitutional Officers will still be voted as At-Large. Mrs. Condrey also stated that curbside voting will also be available. A sign will be posted at the parking spot closest to the entrance of each polling location with a phone number to call to have an election official check the voter in, bring out a ballot with a privacy cover and return the ballot under privacy cover to the voting machine. This is offered to residents 65 and older or those who have a temporary or permanent disability. She also stated that Early Voting will take place September 23rd through November 5th Monday through Friday from 8:30 a.m. to 4:30 p.m., with Saturday, October 29th and Saturday, November 5th open from 9:00 a.m. to 5:00 p.m.

AUDIENCE FOR VISITORS:

Delegate A.C. Cordoza gave an update on the General Assembly Special Session that just ended and gave his contact information for any members of the public who would like to speak to him or has an issue they would like him to address. His phone number is 757-751-0929, email – delaccordoza@house.virginia.gov and office address is 102 Pratt Street, Fort Monroe.

APPROVAL OF THE MINUTES:

Councilman Green moved, seconded by Councilman Southall, to adopt the minutes of the Regular Session held August 8, 2022 as submitted. Recorded vote on the motion:

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

NO: None

ABSENT: Mayor Helsel

PUBLIC HEARING:

1. Issuance of up to \$4,000,000 City of Poquoson General Obligation Bond for Certain Capital Improvements presented by Davenport.

- **Ordinance Authorizing the Issuance of General Obligation Bond**

Kyle Laux of Davenport presented the completed competitive Request for Proposals received from the bank funding proposals for the 2022 financing in August and September. The City received proposals from six banks with the lowest interest rate of 3.53% being offered by Truist Bank for a 20-year term. Mr. Laux recommended moving forward with Truist Bank's proposal.

There being no further comments the Public Hearing was closed.

Councilman Green moved, seconded by Vice Mayor Freeman, to adopt an Ordinance Authorizing the Issuance of up to \$4,000,000 Principal Amount of a General Obligation Bond of the City of Poquoson, Virginia and Providing for the Form, Details and Payment Thereof. Recorded vote on the motion:

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

NO: None

NEW BUSINESS:

1. An Ordinance Authorizing the City Manager to Enter into Contract with HBA Architecture and Interior Design for Architectural and Engineering Services for the Public Safety Building Design

Assistant City Manager, Tonya O'Connell, presented the results of a Request for Proposals for Architecture and Engineering Services for the Public Safety Building Design. A total of three firms submitted proposals and all three were interviewed by a committee. Mrs. O'Connell stated after the interviews the committee made a recommendation to enter into contract with HBA Architecture and Interior Design to design the Public Safety Building and all accessory structures and systems to include plans, specifications and details for site, structural, mechanical, electrical, special systems, plumbing, fire protection, architectural, stormwater control, erosion and sediment control, and landscaping necessary to develop a complete set of bid documents for the construction of the building. Due to the amount of the contract being over \$100,000 City Council approval is needed to enter into contract with HBA. The total amount of the contract is \$982,547.25.

Councilman Green moved, seconded by Councilman Southall, to adopt an Ordinance Authorizing the City Manager to Enter into Contract with HBA Architecture and Interior Design for Architectural and Engineering Services for the Public Safety Building Design. Recorded vote on the motion:

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

NO: None

2. Ordinance Making Additional Appropriations for Fiscal Year 2023 for the Special Revenue Grant Fund

Assistant City Manager, Tonya O’Connell, presented an ordinance making additional appropriations from FY 2023 for Special Revenue Grant Fund. She stated that part of the \$125,000 currently appropriated for the Olson Group, LTD for administrative support through ARPA funding is not needed and she would like to re-allocate those funds. Mrs. O’Connell gave an update on quotes to move forward with two projects. One is the fiber ring to connect all City sites that will need an additional \$15,000 from the previous quote and the second is the Wifi Expansion that will need an additional \$25,000 from the previous quote. This will leave a potential of \$72,000 available for administrative support, if required. The ordinance will also authorize the City Manager to enter into contract with Shore Communications, Inc. through cooperative purchasing agreement to complete both projects.

Councilman Green moved, seconded by Vice Mayor Freeman, to adopt an Ordinance Making Additional Appropriations for Fiscal Year 2023 for the Special Revenue Grant Fund. Recorded vote on the motion:

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

NO: None

3. Ordinance Appropriating Funds to Support the Expansion of the Police Department School Resource Officer Program

City Manager, Randy Wheeler, reviewed that in June 2022 Council approved the third SRO position for the Primary and Elementary schools with the expectation of the City applying for a grant in FY 2023 for a fourth SRO. Mr. Wheeler stated that the State has approved a grant for the fourth SRO in the amount of \$96,921 for salary and fringe benefits and with an additional appropriation of \$75,000 from the General Fund balance for equipment and vehicle. The fourth SRO could start as early as Thanksgiving.

Councilman Green moved, seconded by Councilwoman Andrews, to adopt an Ordinance Appropriating Funds to Support the Expansion of the Police Department School Resource Officer Program. Recorded vote on the motion:

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

NO: None

4. Ordinance Authorizing the City Manager to Accept the Byrne Justice Assistance Grant and Making Additional Appropriations for Fiscal Year 2023 – General Fund

Police Captain, Kelly Waddell, presented an ordinance authorizing the City Manager to accept the Byrne Justice Assistance Grant awarded to the Police Department in August 2022 in the amount of \$2,758 and appropriate those funds to General Fund FY 2023 for overtime patrols in targeted areas at times of increased activity.

Councilman Green moved, seconded by Vice Mayor Freeman, to adopt an Ordinance Authorizing the City Manager to Accept the Byrne Justice Assistance Grant and Making Additional Appropriations for Fiscal Year 2023 – General Fund. Recorded vote on the motion:

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

NO: None

5. Ordinance Making Additional Appropriations for the Chesapeake Bay Implementation Grant for Fiscal Year 2023 in the General Fund

Environmental Compliance Officer, Laura Nusz, presented an ordinance making additional appropriations for the Chesapeake Bay Implementation Grant from the United States Environmental Protection Agency and awarded to the City by the Virginia Department of Environmental Quality (DEQ) in the amount of \$26,616. The grant will allow for the City to work with Stantec, an engineering firm contracted for professional services, to update several components pertaining to the City's ordinance on the Chesapeake Bay Preservation Act (CBPA) in accordance with the recently updated state regulations in 2021. Mrs. Nusz stated that the grant will also allow development and implementation of a webpage that houses Poquoson's Chesapeake Preservation Program to include the City's GIS that will identify the CBPA features within the City and provide information on Resource Protection Area (RPA), Resource Management Area (RMA) and Intensely Developed Area (IDA).

Councilman Green moved, seconded by Vice Mayor Freeman, to adopt an Ordinance Making Additional Appropriations for the Chesapeake Bay Implementation Grant for Fiscal Year 2023 in the General Fund. Recorded vote on the motion:

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

NO: None

6. Resolution Accepting Streets and Improvements in the Drakes Landing Subdivision into the City's Transportation System

Director of Community Development, Wally Horton, presented a resolution accepting the streets and subdivision improvements of the Drakes Landing Subdivision into the City's transportation system. The developer has provided all subdivision improvements, streets and a storm water management system according to the approved Development Plan. Mr. Horton stated that a defect bond provided by the developer in the amount of \$183,750 will be sufficient to cover the cost of any needed corrections to infrastructure and drainage and will be valid for a period of two years.

Councilman Green moved, seconded by Councilman Southall, to adopt a Resolution Accepting Streets and Improvements in the Drakes Landing Subdivision into the City's Transportation System.

Recorded vote on the motion:

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

NO: None

COMMENTS OF THE CITY MANAGER:

City Manager, Randy Wheeler, thanked everyone who worked on the selection committee process for the new Public Safety Building. Mr. Wheeler also thanked City Council for approval of the Bond Issuance of \$4,000,000 to go with the approximately \$9,000,000 of ARPA money in making the next step in getting the Public Safety Building. He also thanked Council for their support with the SRO program. Mr. Wheeler received some questions about the repaving project at Messick Point and stated at the time the lines were being painted the City was experiencing tide problems and that the line painting will be completed and that the small parking lot at Messick Point will be repaved as well.

COUNCIL DIRECTIVES:

Councilman Feigh thanked the company who repaved his development and states that they came out for final clean up and it looks really good.

Councilman Southall thanked everyone at home and in attendance for paying attention to their local government and suggested they get their neighbors to watch as well. Mr. Southall also thanked Captain Waddell for his presentation and fine job, as well as the City Manager and his staff for a job well done and making City Council's job look easy. Mr. Southall also thanked Delegate Cordoza for taking the time to visit the City.

Councilwoman Andrews stated that she is very excited for the new Public Safety Building that has been needed for a long time. Mrs. Andrews also thanked the City Manager and his staff for all their work on this project.

CLOSED SESSION:

- 1. Closed Session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia (1950), as amended for consultation with Counsel regarding a legal matter requiring legal advice.**

Councilman Green moved, seconded by Vice Mayor Freeman, to go into Closed Session pursuant to Section 2.2-3711(A)(7) of the Code of Virginia (1950), as amended, for consultation with Counsel regarding a legal matter requiring legal advice. Recorded vote on the motion:

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

NO: None

RECONVENEMENT:

Upon reconvening from Closed Session, Councilman Green moved, seconded by Vice Mayor Freeman, 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 Feigh, Andrews, Green, Southall, Hux, Vice Mayor Freeman and Mayor Helsel

NO: None

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 Hux, Southall, Green, Andrews, Feigh, Vice Mayor Freeman and Mayor Helsel

NO: None

The meeting was adjourned at approximately 8:10 p.m.



CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

October 11, 2022

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Robin Bellamy, Acting Finance Director

SUBJECT: Ordinance Making Additional Appropriations for Fiscal Year 2023 for General Fund and (FY 2022 Carryover Funds for Various Departments)

Attached is an appropriation for City Council's consideration for Fiscal Year 2023 additional revenues for various departments within the General Fund.

Fiscal Year 2022 Restricted/Leftover Funds Total \$117,124

- The Police Department had carryover funds from the State Asset Forfeiture program of \$4,525; National Night Out program of \$521; and Recruitment and Retention program of \$13,999; \$116 for Community Engagement; or a total of \$19,161 was unspent by the end of the fiscal year. This Ordinance re-appropriates the carryover funds to be used, in accordance with any guidelines or requirements which require the funds to be used to enhance law enforcement capabilities of the Police Department and recruitment/retention.
- The Fire Department had carryover funds from the State 4 for Life Program of \$7,840; State Fire Fund of \$43,553. This Ordinance re-appropriates the carryover funds to be used in accordance with the program requirements for 4 for Life and the Fire Fund program.
- The City had unspent funds designated for Streetlights with original Ordinance #1636 at the end of FY 2022 in the amount of \$10,636 that needs to be re-appropriated.
- The Parks and Recreation Events Department had unspent State funds at the end of FY 2022 in the amount of \$1,745 to be utilized in FY 2023 for the Poquoson Seafood Festival, for October 2022.
- The Community Center had unspent funds at the end of FY 2022 that was originally appropriated on Ordinance #1699. The amount of unspent funds of \$18,445 needs to be re-appropriated in FY 2023 to complete the necessary renovations for the Community Center.
- The Library had \$15,744 in unspent Donations at the end of FY 2022 that needs to be re-appropriated in FY 2023.

Fiscal Year 2023 Additional Revenue \$5,304

- The Fire Department received an additional \$3,991 allocation from the Fire Programs Fund Distribution in FY 2023. The funds can be used for training, equipment and supplies for firefighting and personal protective equipment. This Ordinance appropriates the additional State funds for the intended purpose.
- The Police Department received additional donations during FY 2023 in the amount of \$625. The donations were received for crime prevention program. This Ordinance appropriates the donations for the intended purpose.
- The Library received, as of 9/30/2022, \$688 in donations to be utilized within the Library for the intended purpose.

Attached you will find an ordinance appropriating \$122,428 to the General Fund budget for Fiscal Year 2023.

ORDINANCE NO. _____

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS
FOR FISCAL YEAR 2023 IN GENERAL FUND**

WHEREAS, the City has General Fund Fund Balance, and

WHEREAS, the Police Department had carryover funds of \$4,525 from the State asset forfeiture, and \$521 for the National Night Out program; and \$13,999 for Recruitment and Retention, and \$116 for Community Engagement that was unspent at the end of Fiscal Year 2022, and

WHEREAS, the Police Department received an additional \$625 in donations for the crime prevention program, and

WHEREAS, the Fire Department had carryover funds of \$7,840 from the State 4 for Life Program and \$43,553 for the State Fire Fund that was unspent at the end of Fiscal Year 2022, and

WHEREAS, the Fire Department has received an allocation of \$3,991 associated with the State Fire Program Fund for training and necessary equipment for medical supplies, and

WHEREAS, the Library Department had carryover funds of \$15,744 for donations at the end of Fiscal Year 2022, and

WHEREAS, the Library Department has received \$688 of additional donations to be used for various programs, and

WHEREAS, the Community Center had \$18,445 carryover funds from the end of Fiscal Year 2022 for building renovations, and

WHEREAS, the City had \$10,636 in carryover funds at the end of Fiscal Year 2022, designated for Streetlights, and

WHEREAS, the City received \$1,745 in carryover funds at the end of Fiscal Year 2022, for the Poquoson Seafood Festival, and

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

Section 1: That an additional \$122,428 in revenues in the General Fund be and the same hereby are appropriated within the Fiscal Year 2023 Budget as follows:

GENERAL FUND

Revenues:

Restricted Fund Balance	\$117,124
State Revenues	3,991
Local Revenues	<u>1,313</u>
Total Revenues:	\$122,428

Expenditures:

Police Department	\$19,786
Fire Department	55,384
Library	16,432
Streetlights	10,636
Facilities (Community Center)	18,445
Events (Poquoson Seafood Festival)	<u>1,745</u>
Total Expenditures:	\$122,428

Section 2: That the City Manager is hereby authorized to utilize the funds per the requirements of the Grants and local designations.

Section 3: 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



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

October 11, 2022

To: City Council

From: City Clerk

Subject: Resolution Making an Appointment to the Library Advisory Board

Presented for your consideration is a resolution making appointments to the Library Advisory Board. In April 15th 2022 Ann Wilson resigned from her Eastern Precinct position on the board.

**RESOLUTION MAKING AN APPOINTMENT
TO LIBRARY ADVISORY BOARD**

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 Library Advisory Board for the term indicated:

<u>Name</u>	<u>Precinct</u>	<u>Term Expires</u>
Krista Forrest	Eastern	January 31, 2023

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

ADOPTED: _____

TESTE: _____
City Clerk