

1. Council Regular Session Agenda 01-13-2020

Documents:

[REGULAR SESSION AGENDA JANUARY 13 2020.PDF](#)

1.I. Council Regular Session Minutes 12-09-19

Documents:

[MINUTES REGULAR SESSION DECEMBER 9 2019.PDF](#)

1.II. Work Session Minutes 12-09-19

Documents:

[WORK SESSION MINUTES 12 9 2019.PDF](#)

1.III. Ordinance Making Appropriation For FY 2020 Capital Project Fund

Documents:

[ORDINANCE MAKING APPROPRIATIONS FY 2020 CAPITAL PROJECT FUND.PDF](#)

1.IV. Ordinance Making Appropriation For FY 2020 General Fund And Capital Project Fund

Documents:

[ORDINANCE MAKING APPROPRIATIONS 2020 GENERAL AND CAPITAL PROJECT FUNDS.PDF](#)

1.V. Resolution Making Appointment To The Board Of Zoning Appeals

Documents:

[RESOLUTION MAKING AN APPOINTMENT TO THE BZA.PDF](#)

**POQUOSON CITY COUNCIL  
REGULAR SESSION MEETING  
MONDAY, JANUARY 13, 2020, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. SPECIAL PRESENTATIONS**

- **McDaniel Family – Carousel Donation**

**D. AUDIENCE FOR VISITORS**

**E. APPROVAL OF THE MINUTES**

- (a) Regular Session December 9, 2019**
- (b) Work Session December 9, 2019**

**F. NEW BUSINESS**

- 1. Ordinance Making Additional Appropriation for Fiscal Year 2020 in Capital Project Fund**
- 2. Ordinance Making Additional Appropriations for Fiscal Year 2020 in General Fund and Capital Project Fund**
- 3. Resolution Making an Appointment to the Board of Zoning Appeals**

**G. COMMENTS OF THE CITY MANAGER**

**H. COUNCIL DIRECTIVES**

**I. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING  
DECEMBER 9, 2019 7:00 P.M.  
REGULAR SESSION**

**PRESENT:** The Honorable W. Eugene Hunt, Jr., Mayor  
The Honorable Carey L. Freeman, Vice Mayor  
The Honorable Herbert R. Green, Jr.  
The Honorable Thomas J. Cannella II  
The Honorable David A. Hux  
The Honorable Charles M. Southall III  
The Honorable Jana D. Andrews

J. Randall Wheeler, City Manager  
Evie Insley, City Clerk  
J. Anderson Mullins, Attorney

**ABSENT:** D. Wayne Moore, City Attorney

**MEETING CALLED TO ORDER:**

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

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

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

**SPECIAL PRESENTATIONS:**

**New Employee Introduction:**

Captain Waddell introduced three new police officers; Brandon Hargrave, Summer Langwell and Michael Wiggins. Battalion Chief Smith introduced the new firefighter/medic Christopher Walkowich. Utility Superintendent Chad Krejcarek introduced the new utility worker Sean O'Mara.

**Audit Presentation:**

Finance Director Tonya O'Connell introduced Logan Booth, Audit Manager from Cherry Bekaert LLP. Compliance audits were done using Governmental Auditing Standards, City and School's major federal programs required by Title 2 U.S. Code of Federal Regulations Part 200 and Auditor of Public Accounts Specifications for audits of cities, counties and towns. Audit Services provided are as follows:

- Financial Statement Audit which test the significant balances and transactions in the financial statements and gain an understanding of internal controls to assist in the design of the audit. Material weakness in internal control over financial report in reporting of Federal Hazard Mitigation Grant revenues and expenditures on schedule of expenditures of Federal awards.

Accounting policies have not changed during 2019 and the City was not impacted by any new accounting standards during 2019. There were no disagreements with management noted during fieldwork, no

material adjustments were recorded during the audit and Cherry Bekarert LLP is unaware of any other accountants being consulted.

Management representation letter was provided on November 25, 2019.

**AUDIENCE FOR VISITORS:**

Jason Hazen of 11 West Wainwright Drive, Dale Simmons of 1205 Poquoson Avenue, Henry Ayer of 17 Islander Way, Tim Anderson of 2492 N. Landing #104 , Virginia Beach, Michael Lawall of 3 Freeman Drive, Dale Blankenship of 13 Wainwright Drive, Marissa White and Brian White of 17 Hunts Neck Road, Shannon Dalrymple of 1223 Poquoson Avenue, Jonathan Cruz of 23 Belles Cove Drive Apt L, Rosemary Allen of 1007 Poquoson Avenue, and Christopher Matranga of 1404 Poquoson Avenue spoke in support of the City voting on a resolution declaring Poquoson a Constitutional City.

**APPROVAL OF THE MINUTES:**

1. Councilman Green moved, seconded by Councilman Cannella, to adopt the minutes of the regular session held on November 12, 2019 as submitted. Recorded vote on the motion:

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

**NO:** None

2. Councilman Green moved, seconded by Councilman Cannella, to adopt the minutes of the work session held on November 12, 2019 as submitted. Recorded vote on the motion:

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

**NO:** None

**NEW BUSINESS:**

1. **Resolution Supporting the Constitution of the United States and the Constitution of the Commonwealth of Virginia**

Mayor Hunt presented Council with a resolution to support the Second Amendment of the Constitution of the United States and the Article I, Section 13 of the Constitution of the Commonwealth of Virginia devoted to the right to keep and bear arms.

Mayor Hunt thanked the speakers who participated in Audience for Visitors and the citizens in attendance supporting the resolution.

Councilman Cannella requested an amendment to the resolution to the 3<sup>rd</sup> paragraph to add “to be” before the word “introduction” and replace 2019 session with “2020 session”. Section 3 will now read:

**WHEREAS**, certain legislation to be introduced in the ~~2019~~ 2020 session of the Virginia General Assembly, and certain legislation introduced in the current session of the United States Congress could have the effect of infringing on the right of law abiding citizens to keep and bear arms, as guaranteed by the Second Amendment of the United States Constitution; and

Councilman Green moved, seconded by Councilman Cannella to adopt the resolution as amended to support the Constitution of the United States and the Constitution of the Commonwealth of Virginia.  
Recorded vote on the motion:

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

**NO:** None

**2. Resolution Authorizing the City Manager to Enter into Any and All Agreements Dealing with the South Lawson Park Multi-Use Path Project**

City Engineer Garrett Feagans presented Council with a resolution authorizing the City Manager to enter into any and all agreements dealing with the South Lawson Park multi-use path project.

The City received funding for a project that involves the construction of a new multi-use path in South Lawson Park. This project was funded through the Congestion Mitigation and Air Quality (CMAQ) program, when the money is available in Fiscal Year 2020. The total budget for the project is \$195,100.

The Engineering Department consulted with the Parks and Recreation Advisory Board and determined the funding should go to replace the current gravel path at South Lawson Park to provide a better walking and biking experience as rainfall can cause the current gravel path to become muddy and un-walkable.

Councilman Green moved, seconded by Councilman Cannella to adopt the resolution authorizing the City Manager to enter into any and all agreements dealing with the South Lawson Park multi-use path project.  
Recorded vote on the motion:

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

**NO:** None

**3. Resolution Authorizing the City Manager to Enter into Contract for Financial Services with Davenport and Company, LLC**

Finance Director Tonya O'Connell presented Council with a resolution authorizing the City Manager to enter into a contract for financial services with Davenport and Company, LLC. Kyle Lutz from Davenport and Company, LLC attended the meeting to answer any questions Council had.

The original contract term with Davenport was for three years with two additional one year extensions which was through December 31, 2014. Under the terms and conditions of the Request for Proposal which is part of the contract, "the City Council reserves the right to extend the contract after its final expiration date on an annual basis if deemed to be in the best interest of the City". The City exercised this

option each year since. It is recommended that the City enter into a contract for one year with four additional one year extensions utilizing the cooperative language of the County of Dinwiddie Request for Proposal #15-09115 which language allows for up to ten additional one year extensions. It is not the practice of the City to have a contract for over five years therefore the recommendation is that the life of the contract to be five years. The contract will allow staff to continue to work with Davenport as the City nears the second phase borrowing as well as any further projects directed by City Council.

Councilman Green moved, seconded by Councilman Cannella to adopt the resolution authorizing the City Manager to enter into contract for financial services with Davenport and Company, LLC. Recorded vote on the motion:

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

**NO:** None

**4. Ordinance Making Additional Transfers for AV Room Modernization for Fiscal Year 2020 in the Capital Project Fund**

Finance Director Tonya O'Connell presented Council with an ordinance making additional transfers for the AV Room modernization for Fiscal Year 2020 in the Capital Project Fund.

On July 22, 2019, City Council through Ordinance No. 1624 approved the appropriations for the modernization of the AV Room of \$43,366. A quote was received by the Technology Department of the School Division for \$58,822. Two sources have been identified to fund the additional \$15,456 needed for the project. The sources of funds are the residual funds left at the completion of the City Hall HVAC upgrades and the purchase of a Dump Truck and Debris Truck for Public Works.

The AV Room Modernization addresses three areas within the room:

- The video systems will be upgraded from standard definition (less than 480i) to full high definition (1080p).
- The aging control and monitoring systems will be updated.
- New audio digital signal processors (DSP) will be installed.
- Digital signage appliance will be added and remotely managed to handle video playback at scheduled times.

The modernization is projected to start on December 18, 2019 and be completed prior to the first meeting of City Council in January 2020.

Councilman Green moved, seconded by Councilman Southall to adopt the ordinance making additional transfers for AV Room for Fiscal Year 2020 in Capital Project Fund. Recorded vote on the motion:

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

**NO:** None

## **5. Resolution Making an Appointment to the Board of Zoning Appeals**

Councilman Hux moved, seconded by Vice Mayor Freeman to postpone the appointment until the first meeting in January. Recorded vote on the motion:

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

**NO:** None

### **COMMENTS OF THE CITY MANAGER:**

City Manager Randy Wheeler thanked Davenport for attending the work session as they will be the company working on the financial plan for the Public Safety Building project. Mr. Wheeler reminded citizens that copies of the Public Safety Feasibility Study can be located in the Library or on the City website. He also thanked everyone involved in the Tom Hunt Store relocation.

### **COUNCIL DIRECTIVES:**

Councilman Hux thanked everyone involved in the Feasibility Study and the City Council for the willingness to provide funding for the first step in providing a Public Safety Building.

Councilman Green reminded citizens that the food bank will be held on December 17<sup>th</sup> this month which is a week early due to the holiday.

Councilman Cannella congratulated all the fall sports participants on a great season.

Vice Mayor Freeman commended the participants of the Christmas Parade which was held on Friday, December 6<sup>th</sup> and congratulated PAWS for their win. Mr. Freeman also thanked the City Management for the well organized City Council Meeting.

Councilman Southall thanked everyone for paying attention to their local government and reminded citizens to write the letters and make the phone calls necessary to their government officials in Richmond.

### **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 Andrews, Southall, Cannella, Hux, Green, Vice Mayor Freeman and Mayor Hunt.

**NO:** None

The meeting was adjourned at approximately 8:42 p.m.

**MINUTES OF THE CITY COUNCIL MEETING  
DECEMBER 9, 2019 5:30 P.M.  
WORK SESSION  
Council Chambers**

**PRESENT:**           The Honorable W. Eugene Hunt, Jr., Mayor  
                  The Honorable Carey L. Freeman, Vice Mayor  
                  The Honorable Herbert R. Green, Jr.  
                  The Honorable Thomas J. Cannella II  
                  The Honorable David A. Hux  
                  The Honorable Charles M. Southall III  
                  The Honorable Jana D. Andrews

                  J. Randall Wheeler, City Manager  
                  Evie Insley, City Clerk  
                  J. Anderson Mullins, Attorney

**ABSENT:**           D. Wayne Moore, City Attorney

Mayor Hunt opened the work session at approximately 5:30 p.m. in Council Chambers.

**1. Public Safety Building Feasibility Study – Guernsey/Tingle**

City Manager Randy Wheeler reminded Council that upon approval of the Comprehensive Plan last year, it was recommended that a feasibility study be undertaken to determine if it was cost effective to locate together a Public Safety building that included the Police Department, Fire Administration and the Emergency Operations Center. Tom Tingle and Andy Cronan of Guernsey/Tingle were introduced by Mr. Wheeler to give a brief overview of the process of the study.

The project began by looking into the existing facilities, space needs, issues and benefits associated with co-location and cost estimates for design and construction. Another goal was to provide a tool to assist the City in evaluating potential sites for a facility that included parking/equipment storage, security, impact on community and special uses. Also considered were resiliency issues, location in City, stormwater considerations, utilities and associated costs.

Discussions with department staff and leadership led to development of a program of space needs to accommodate current and future requirements for the 3 areas as follows.

Emergency Management

Emergency Operations Center Space  
Conference Room  
Communications/Citizens Resource Center  
Kitchenette/Break Room  
Restrooms (ideally with showers)  
Storage  
IT Equipment  
Emergency Power  
Security



Essential Facility/Survivability  
Adequate Parking for Participants  
Access to Sleeping Area  
3,453 SF needed

#### Fire Administration

3 Offices  
Conference Room with IT capability  
Administration Assistant Area & Seating Area  
Work Room/Fire Room  
Kitchenette/Break Room  
Restrooms  
Storage for Fire Admin and Station Supplies  
IT Equipment  
Emergency Power  
Proximity to EOC  
Essential Facility/Survivability  
Parking for Staff/Visitors  
2,643 SF needed

#### Police Department

Offices  
Records Storage, Administration & Work Room  
Criminal Investigations Work Area, Conference, Storage, etc.  
Conference Room with IT  
Evidence Storage, Processing and Handling  
Sally Port, Intake, Interview, Holding of prisoners  
Kitchen/Break Room  
Locker Rooms & Separate Public Restrooms  
Storage for Police Admin and Station Supplies  
IT Equipment  
Emergency Power Required  
Essential Facility/Survivability  
Secure Parking for Staff & vehicles + Visitor Parking  
15,429 SF needed

The benefits of co-location are space and cost savings of 11.5%, synergy/efficiency of function and safe/survivable efficient facilities.

Initial cost projection is roughly \$350 to \$400 per square foot so construction of a combined facility would cost approximately \$7.9 million. However, construction cost is only 80% of overall cost, non-construction cost of 20% would be \$1.9 million making the total project cost approximately \$9.9 million.

#### **ADJOURNMENT:**

There being no further business, the work session was adjourned at approximately 5:57 p.m.



# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

January 13, 2020

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

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

**SUBJECT:** Ordinance Making Additional Appropriation for Fiscal Year 2020 in Capital Project Fund

Attached is an appropriation for City Council's consideration for Fiscal Year 2020.

- The City of Poquoson received approval from the Congestion Mitigation and Air Quality (CMAQ) program through Virginia Department of Transportation for the South Lawson Park Multi-Use Project. The total grant award for the project is \$195,100 with no local match required. This project was previously submitted to City Council for approval by the Engineering Department. This ordinance appropriates the state funds to the Capital Projects Fund for Fiscal Year 2019 to support the activities.

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

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATION  
FOR FISCAL YEAR 2020 IN CAPITAL PROJECT FUND**

**WHEREAS**, the City has received approval from Virginia Department of Transportation on South Lawson Park Multi-Use project, 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 \$195,100 in revenues in the Capital Project Fund be and the same hereby are appropriated within the Fiscal Year 2020 Budget as follows:

**CAPITAL PROJECT FUND**

**Revenues:**

State Revenue-VDOT \$195,100

**TOTAL** **\$195,100**

**Expenditures:**

South Lawson Park Multi-Use \$195,100

**TOTAL** **\$195,100**

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**



# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

January 13, 2020

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

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

**SUBJECT:** Ordinance Making Additional Appropriations for Fiscal Year 2020 in General Fund and Capital Project Fund

Attached is an appropriation for City Council's consideration for additional revenue for Fiscal Year 2020 for various departments.

- The Library Department has received additional donations during the fiscal year in the amount of \$4,850. This ordinance appropriates the donations to the Library Department.
- The Parks and Recreation Department has received donations during the fiscal year in the amount of \$2,250 for the purchase of the tennis backboard. This ordinance appropriates the donations to the Parks and Recreation Department.
- The Police Department has received additional donations during the fiscal year in the amount of \$3,280. A total of \$450 was received for crime prevention and \$2,830 for national night out. This ordinance appropriates the donations to the Police Department.
- The Finance Department has received a grant from the Virginia Risk Sharing Association of \$4,000. The grant will be used to help fund the cost of the upgrade to the security system at City Hall. This ordinance appropriates the donations to the contingency account for the above stated use.
- The City has received additional donations during the fiscal year in the amount of \$232 for the additional cost of the enclosure for the carousel located in the lobby of City Hall. This ordinance appropriates the donations to the Capital Project Fund.

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

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS  
FOR FISCAL YEAR 2020 IN GENERAL FUND AND CAPITAL PROJECT FUND**

**WHEREAS**, the City has received a grant from the Virginia Risk Sharing Association (VRSA) and additional donations 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 \$14,380 in revenues in the General Fund and \$232 in revenues in Capital Project Fund be and the same hereby are appropriated within the Fiscal Year 2020 Budget as follows:

**GENERAL FUND**

**Revenues:**

VRSA Grant	\$4,000
Donations	<u>10,380</u>
<b>TOTAL</b>	<b><u>\$14,380</u></b>

**Expenditures:**

Library Department	\$4,850
Parks & Recreation	2,250
Police Department	3,280
Contingent Account	<u>4,000</u>
<b>TOTAL</b>	<b><u>\$14,380</u></b>

**CAPITAL PROJECT FUND**

**Revenues:**

Donations	\$232
<b>TOTAL</b>	<b><u>\$232</u></b>

**Expenditures:**

Carousel	\$232
<b>TOTAL</b>	<b><u>\$232</u></b>

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**



**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

January 13, 2020

**To:** City Council

**From:** City Manager

**Subject: Resolution Making An Appointment to the Board of Zoning Appeals**

As you will recall, consideration of the resolution making an appointment of an alternate to the Board of Zoning Appeals from the Western Precinct (5 Year Term) was postponed from the December 9, 2019 Council meeting. Therefore, we have attached the resolution for your consideration tonight.

Mr. Bob L. Lippincott was appointed in December 2009 and has requested he not be re-appointed.

All Board Bank applications on file have already been forwarded to you for review and are available on the Intranet.

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

**RESOLUTION MAKING AN APPOINTMENT  
TO THE BOARD OF ZONING APPEALS**

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

**Section 1:** That the following person be and the same hereby is appointed as an Alternate to the Board of Zoning Appeals for the term indicated:

<u>Name</u>	<u>Term Expires</u>
1. _____, Alternate (Western)	December 31, 2024

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

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

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