

1. City Council Agenda February 28, 2022

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REGULAR SESSION MEETING AGENDA 2-28-22.PDF
SPECIAL PRESENTATION - PARKS AND RECREATION ADVISORY
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ORDINANCE FOR FISCAL YEAR 2022 FOR GENERAL FUND-BYRNE JUSTICE
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**POQUOSON CITY COUNCIL
REGULAR SESSION MEETING
MONDAY, FEBRUARY 28, 2022, 7:00 P.M.**

A. MEETING CALLED TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE – Councilman Hux

C. SPECIAL PRESENTATION

- a. Chair Eden Harris – Parks and Recreation Advisory Board**
- b. City Manager – Introduction of New Employee**

D. AUDIENCE FOR VISITORS

E. APPROVAL OF THE MINUTES

- (a) Regular Session January 24, 2022**

F. NEW BUSINESS

- 1. Ordinance for Fiscal Year 2022 for General Fund – Byrne Justice Assistance Grant Funding (Police Department)**
- 2. Ordinance Requesting Additional Appropriations from the General Fund and Capital Project Fund for Fiscal Year 2022**
- 3. Resolution Making Appointments Various Boards and Commissions**

G. COMMENTS OF THE CITY MANAGER

H. COUNCIL DIRECTIVES

I. ADJOURNMENT



CITY OF POQUOSON

Parks and Recreation Advisory Board

**830 Poquoson Avenue, Poquoson, Virginia 23662-1996
(757)868-3580 Fax (757)868-3585**

February 28, 2022

TO: City Council

FROM: Eden Harris, Chairperson, Parks and Recreation Advisory Board

THROUGH: City Manager

SUBJECT: City Hall Recreational Amenities

The Poquoson Parks & Recreation Advisory Board is very pleased to present an update on City Hall Recreational Amenities to City Council this evening.

As Council will recall, \$125,000 was appropriated at the September 27, 2021 City Council Meeting for the purpose of developing additional recreational amenities at City Hall. In support of Council's action, the Parks & Recreation Advisory Board has been working toward identifying specific amenities for City Hall, evaluating preferred locations, and developing a phased approach for bringing concepts into reality.

Tonight, the Advisory Board is proud to announce the first project as Phase 1 for the City Hall complex: a multi-purpose gazebo which will host City, Civic Group and Citizen activities and which will serve as a focal point of gathering for the community. Once complete, the attractively-appointed gazebo will feature professional landscaping thus enhancing the areas around City Hall. It will be ADA compliant and include both electrical and lighting to support concerts, ceremonies, interpretive presentations and more.

The accompanying PowerPoint outlines the specific elements of the gazebo and identifies location.

Looking ahead, other potential projects are currently under consideration by the Parks & Recreation Advisory Board and a phased approach for these will follow the completion of the gazebo.

The Parks & Recreation Advisory Board is grateful to City Council for the opportunity to present this project to the Poquoson Community this evening and is pleased to provide additional information regarding the project.

MINUTES OF THE CITY COUNCIL MEETING
January 24, 2022 6:00 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 Keith A. Feigh

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

ABSENT: The Honorable Jana D. Andrews

MEETING CALLED TO ORDER:

Mayor Helsel called the meeting to order at approximately 6:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE:

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

CLOSED SESSION:

- 1. Closed Session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia (1950), as amended to discuss a personnel matter to discuss appointments to Architectural Review Board**

Councilman Green moved, seconded by Vice Mayor Freeman, to go into Closed Session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia (1950), as amended, to discuss a personnel matter to discuss appointments to Architectural Review Board. Recorded vote on the motion:

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

NO: None

SPECIAL PRESENTATION:

City Manager, Randy Wheeler, welcomed Allan Melton who serves as the City of Poquoson’s representative on the Thomas Nelson Advisory Board and introduced Dr. Towuanna Porter-Brannon, President of Thomas Nelson Community College and thanked them for attending the City Council Meeting.

Dr. Brannon reviewed the enrollment and graduation statistics at Thomas Nelson Community College as well as statistics on students from Poquoson to include students enrolled in Dual Enrollment through Poquoson High School. Dr. Brannon stated she has also been speaking with Mr. Wheeler about developing workshops for professional development of City employees.

Mayor Helsel recognized Benjamin Hahn, retired Commonwealth Attorney, for his many years serving as the Commonwealth Attorney for the City of Poquoson and County of York. Mr. Helsel thanked Mr. Hahn for his service to the City of Poquoson as City Attorney and as the Commonwealth Attorney and wished Mr. Hahn health and happiness in his retirement.

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 13, 2021 as submitted. Recorded vote on the motion:

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

NO: None

PUBLIC HEARING:

1. Pre-Budget for Fiscal Year 2023

a) Public Hearing – no action required by City Council

City Manager, Randy Wheeler, reviewed information for the Pre-Budget process which is intended to provide an opportunity for the public to make preliminary comments in reference to the Fiscal Year 2023 Annual Financial Plan prior to completion of the City Manager’s recommended budget. There were no speakers during the Public Hearing. The proposed budget is scheduled to be released April 11, 2022 with a public hearing on the proposed budget scheduled for April 25, 2022.

NEW BUSINESS:

1. Ordinance for Fiscal Year 2022 for General Fund – Coronavirus Emergency Supplemental Funding (Police Department)

Police Chief, Stephen Keatts, presented an ordinance authorizing the City Manager to accept a grant in the amount of \$5,480 awarded by the Department of Criminal Justice Services for Coronavirus Emergency Supplemental Funding and appropriating the funds for Fiscal Year 2022. Chief Keatts

stated he would like to use the funds to acquire laptop computers for remote work as needed and a vacuum that will be used for decontamination of Police vehicles.

Councilman Green moved, seconded by Vice Mayor Freeman, to approve an Ordinance Authorizing the City Manager to Accept the Coronavirus Supplemental Funding Grant and Making Additional Appropriations for Fiscal Year 2022 for General Fund. Recorded vote on the motion:

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

NO: None

2. Ordinance Making Appropriations for Fiscal Year 2022 – Lifepak 15 Defibrillators

Battalion Chief, John Young, presented an ordinance to appropriate funds for Fiscal Year 2022 to purchase two Lifepak 15 Defibrillators. The Fire Department has received a 50/50 match grant from the EMS Rescue Squad Assistance Fund in the amount of \$30,565. Mr. Young reviewed that City Council had previously appropriated \$33,000 towards the purchase of one defibrillator, however, with the 50/50 match grant the City would be able to purchase two defibrillators for a total cost of \$61,130.

Councilman Green moved, seconded by Vice Mayor Freeman, to approve an Ordinance Making Additional Appropriation for Fiscal Year 2022 – Lifepak 15 Defibrillators. Recorded vote on the motion:

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

NO: None

3. Resolution Making Appointments to Various Boards and Commissions

Councilman Green moved, seconded by Vice Mayor Freeman, to approve a Resolution making appointments to the Library Advisory Board with the names Terry L. Jackson and Patricia D. Green inserted with a term expiring January 31, 2025 and the Architectural Review Board with the names Donald F. Booth, Jr. and Tanner R. Showalter inserted with a term expiring January 31, 2025. Recorded vote on the motion:

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

NO: None

COMMENTS OF THE CITY MANAGER:

City Manager, Randy Wheeler, commended the Public Works, Police Department and Fire Department for a fantastic job maintaining the streets and being available during the snow storm over the weekend and thanked them for a great job.

COMMENTS OF THE CITY CLERK:

City Clerk, Kimberly Healy, advised that there is a vacancy on the Planning Commission that will be filled at a February City Council Meeting and encouraged citizens to apply if they are interested in

serving on the Planning Commission or any other board. Citizens can apply online or through the City Manager's Office.

COUNCIL DIRECTIVES:

Councilman Southall thanked Citizens for watching and paying attention to their City government. Mr. Southall congratulated Mr. Benji Hahn on his retirement. He also thanked Dr. Brannon from Thomas Nelson Community College for coming to speak to City Council. Mr. Southall also thanked Mr. Wheeler and his staff for doing a great job during Mr. Wheeler's knee surgery.

Vice Mayor Freeman seconded comments made by Councilman Southall in reference to the City staff.

Councilman Green echoed the prior comments on the City staff and reminded everyone that the Food Bank would take place January 25, 2022 from 10 a.m. to 12 p.m. and is being hosted by the Virginia Peninsula Realtors Association.

Mayor Helsel addressed Council in reference to the Sign Ordinance that he has been speaking to them about and stated that the proposed changes will be submitted to the Planning Commission for their consideration. Mr. Helsel also stated that he received a phone call from Senator Kaine's office in reference to Concurrent Receipts and thanked Council for signing the letter and supporting this issue. Mr. Helsel said that Farm Fresh was in town January 24, 2022 and met with the Mr. Wheeler and Dave Callis and things are progressing as expected, he also expressed his, and the City's, excitement that Farm Fresh will be returning and they have pledged to be active in the community.

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

NO: None

The meeting was adjourned at approximately 7:47 p.m.



CITY OF POQUOSON

POLICE DEPARTMENT

774 POQUOSON AVENUE, POQUOSON, VIRGINIA 23662

February 28, 2021

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Stephen E. Keatts, Chief of Police

SUBJECT: Ordinance for Fiscal Year 2022 for General Fund – Byrne Justice Assistance Grant Funding (Police Department)

The Byrne Justice Assistance Grant Program (JAG) makes federal funds available to localities to help support their efforts to reduce crime and improve public safety. The Virginia Department of Criminal Justice Services has been designated to administer a portion of the JAG funds reserved for Virginia and to make those funds available to local units of Government.

The Federal Fiscal Year 2019 JAG funds were delayed in distribution due to litigation that did not involve the City of Poquoson. On January 11, 2022, we were notified by the Department of Criminal Justice Services of an award of \$2,192 from the Fiscal Year 2019 funds.

In our continued efforts to improve our service to the community through thorough and complete investigations, the Poquoson Police Department will use these funds to send one detective to Celebrite operator training. The Celebrite system allows for extraction and analysis of cellular telephone data assisting investigators in an ever increasing technology reliant world.

Attached for consideration is an ordinance authorizing the City Manager to receive and appropriate these grant funds in Fiscal Year 2022.

AN ORDINANCE AUTHORIZING THE CITY MANAGER TO ACCEPT THE BYRNE JUSTICE ASSISTANCE GRANT AND MAKING ADDITIONAL APPROPRIATIONS FOR FISCAL YEAR 2022 FOR GENERAL FUND

WHEREAS, the Byrne Justice Assistance Grant makes federal funds available to localities to help support their efforts to reduce crime and improve public safety, and

WHEREAS, the Virginia Department of Criminal Justice Service has been designated to administer the federal funds to local units of government, and

WHEREAS, the City of Poquoson Police Department was notified on January 11, 2022 by the Virginia Department of Criminal Justice Services of an award of \$2,192 from the Federal Fiscal Year 2019 funds and,

WHEREAS, the Police Department seeks to continue improving service to the community through thorough and complete investigations, and

WHEREAS, the Police Department will utilize the funds to acquire Cellebrite technology training.

NOW, THEREFORE, BE IT ORDAINED, 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 \$2,192 for the Byrne Justice Assistance Grant Program through the Virginia Department of Criminal Justice Service.

Section 2: That an additional \$2,192 in General Fund be and the same hereby are appropriated within the Fiscal Year 2022 Budget as follows:

GENERAL FUND

Revenues:

Federal Grant

\$2,192

Expenditures:

Police Department

\$2,192

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

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

February 28, 2022

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Leigh Etheridge, Finance Director

SUBJECT: Ordinance Requesting Additional Appropriations From The General Fund And Capital Project Fund For Fiscal Year 2022.

Attached for your review is an appropriation request for City Council's consideration for Fiscal Year 2022.

Fiscal Year 2022 Additional Anticipated Revenue:

- It is anticipated that the City will recognize an additional \$230,000 in its Personal Property Tax revenue source for fiscal year 21-22. As a result of this increase in tax revenue, I respectfully request Council consider appropriating this additional funding for the event/projects identified by Management listed below:

Fiscal Year 2022 Requested Expenditure Appropriations:

- \$20,000 to establish a community celebration event that will bring fireworks to the community at the end of June 2022;
- \$210,000 transfer to Capital Project Fund for the following three projects:
 - \$40,000 for a replacement scoreboard to be located on the athletic field behind Poquoson Middle School;
 - \$140,000 in project funding to replace the City Hall/Library roof;
 - \$30,000 for replacement of two bleachers at Messick Point.

Attached you will find an ordinance appropriating \$230,000 to the General Fund and \$210,000 to the Capital Project Fund for your review and approval. I will be happy to answer any questions that you may have regarding these requests.

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS IN THE
GENERAL FUND AND THE CAPITAL PROJECTS FUND FOR FISCAL YEAR
2022**

WHEREAS, the City as of June 30, 2022 has anticipated ending the fiscal year with an increase to the Personal Property Tax Revenue fund of the General Fund, and

WHEREAS, the City has identified projects for consideration for use of the additional funding, and

WHEREAS, the City will appropriate \$230,000 to the General Fund for completion of these projects, and

WHEREAS, the City has identified \$20,000 in funding to the General Fund to be appropriated to establish a community celebration in June, 2022, and

WHEREAS, the City has identified \$40,000 in funding to the Capital Project Fund in order to replace the scoreboard located at the athletic field at Poquoson Middle School, and

WHEREAS, the City has identified \$140,000 in funding to the Capital Project Fund in order to replace the entire roof on the City Hall building to include the Library section, and

WHEREAS, the City has identified \$30,000 in funding to the Capital Project Fund in order to replace the bleachers at Messick Point.

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

Section 1: That additional revenues of \$230,000 in the General Fund and \$210,000 in the Capital Project Fund be and the same hereby are appropriated within the Fiscal Year 2022 Budget as follows:

GENERAL FUND

Revenue:

Additional Personal Property Tax	<u>\$230,000</u>
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Expenditure:

Parks – Festival	\$20,000
Transfer Out - Capital Projects Fund	<u>210,000</u>
	<u>\$230,000</u>

CAPITAL PROJECT FUND

Transfer In:

Transfers In – General Fund \$210,000

Expenditure:

Scoreboard Replacement	\$40,000
City Hall/Library Roof Replacement	140,000
Messick Point Bleachers	<u>30,000</u>
	<u>\$210,000</u>

Section 2: That the City Manager is hereby authorized to do all things necessary to complete the aforementioned City projects.

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

Office of the City Manager
J. Randall Wheeler

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

February 28, 2022

To: City Council

From: City Clerk

Subject: **Resolution Making Appointments to the Economic Development Authority and the Parks, Recreation Advisory Board, School Board and Planning Commission**

Presented for your consideration is a resolution making appointments to the Economic Development Authority and Parks and Recreation Advisory Board.

Economic Development Authority:

On February 1, 2022 Cliff Bowen resigned his unexpired position on the Economic Development Authority.

Parks and Recreation Advisory Board:

On February 2, 2022 Franklin “Keke” Goodson resigned his unexpired position in the Eastern District on the Parks and Recreation Advisory Board.

School Board:

In February 2022 Michelle Sheeler resigned her unexpired position in the Western District on the School Board.

Planning Commission

On December 6, 2021 Leigh Fenigsohn resigned from her unexpired At-Large position and on February 17, 2022 Gregory Deaver resigned from his unexpired Central position.

All Board Bank applications are currently available on the Intranet for review.

**RESOLUTION MAKING APPOINTMENTS
TO ECONOMIC DEVELOPMENT AUTHORITY AND THE PARKS AND RECREATION
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 Economic Development Authority for the term indicated:

<u>Name</u>	<u>Term Expires</u>
	March 31, 2024

Section 2: That the following person be and the same hereby is appointed to the Parks and Recreation Advisory Board for the term indicated:

<u>Name</u>	<u>Term Expire</u>
	March 31, 2023

Section 3: That the following person be and the same hereby is appointed to the School Board for the term indicated:

<u>Name</u>	<u>Term Expire</u>
Western	June 30, 2023

Section 4: That the following person be and the same hereby is appointed to the Planning Commission for the term indicated:

<u>Name</u>	<u>Term Expires</u>
1. At Large	January 31, 2024
2. Central	November 30, 2022

Section 5: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____
City Clerk