

1. City Council Regular Session Agenda March 14, 2022

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**AGENDA  
POQUOSON CITY COUNCIL  
WORK SESSION  
MONDAY, MARCH 14, 2022  
COUNCIL CHAMBERS  
6:30 P.M.**

- 1. Proposed Standard Operating Procedure (SOP) for Appointing Members to Boards and Commissions**



**POQUOSON CITY COUNCIL  
REGULAR SESSION MEETING  
MONDAY, MARCH 14, 2022, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE – Vice Mayor Freeman**

**C. AUDIENCE FOR VISITORS**

**D. APPROVAL OF THE MINUTES**

**(a) Regular Session February 28, 2022**

**E. NEW BUSINESS**

**1. Additional Designation of Funding in Capital Project Funds**

**2. Resolution Making an Appointment to School Board**

**F. CLOSED SESSION**

**1. Closed Session pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, as amended, to discuss the disposition of publicly held real property; ie. 1013 Poquoson Avenue.**

**G. RECONVENMENT – Certification of Closed Session**

**H. COMMENTS OF THE CITY MANAGER**

**I. COUNCIL DIRECTIVES**

**J. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING**

**February 28, 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 David A. Hux  
The Honorable Charles M. Southall III  
The Honorable Keith A. Feigh  
The Honorable Jana D. Andrews

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

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

**SPECIAL PRESENTATIONS:**

Parks and Recreation Advisory Board Chair, Eden Harris, reviewed that City Council appropriated \$125,000 at its September 27, 2021 meeting for the purpose of developing additional recreational amenities at City Hall. Mrs. Harris presented an update on the City Hall Recreational Amenities that would include Phase I, which would be a multi-purpose gazebo located on Tax Parcel 27-1-96A in front of City Hall to include electrical and lighting as well as being ADA compliant.

City Manager, Randy Wheeler, introduced Leigh Etheridge, the new Director of Finance.

**AUDIENCE FOR VISITORS:**

Delegate A.C. Cordoza updated Council on the work he is doing in the General Assembly and asked that if any constituents have any questions or problems they would like to discuss to please contact his office.

**APPROVAL OF THE MINUTES:**

Councilman Green moved, seconded by Vice Mayor Freeman, to adopt the minutes of the regular session held on January 24, 2022 as submitted. Recorded vote on the motion:

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

**NO:** None

**ABSTAIN:** Councilmember Andrews

## **NEW BUSINESS:**

### **1. Ordinance for Fiscal Year 2022 for General Fund – Byrne Justice Assistance Grant Funding (Police Department)**

Police Chief, Stephen Keatts, presented an ordinance authorizing the City Manager to accept the Byrne Justice Assistance Grant of \$2,192. The Federal Fiscal Year 2019 JAG funds were delayed in distribution due to litigation that did not involve the City of Poquoson. These funds would be used to send a detective to Cellebrite operator training which allows extraction and analysis of cellular telephone data assisting investigators in an increasing technology reliant world.

Councilman Green moved, seconded by Vice Mayor Freeman, to approve an Ordinance for Fiscal Year 2022 for General Fund – Byrne Justice Assistance Grant Funding (Police Department). Recorded vote on the motion:

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

**NO:** None

### **2. Ordinance Making Additional Appropriations in the General Fund and Capital Project Fund for Fiscal Year 2022**

Finance Director, Leigh Etheridge, presented an ordinance making additional appropriations in the General Fund and Capital Project Fund for Fiscal Year 2022 in the amount of \$230,000 for the following: \$20,000 to establish a community celebration event that will bring fireworks to the community at the end of June 2022, \$210,000 to be transferred to the Capital Project Fund with \$40,000 towards the replacement of the scoreboard located at the Poquoson Middle School athletic field; \$140,000 to replace the City Hall/Library roof; and \$30,000 to replace two bleachers at Messick Point.

Councilman Green moved, seconded by Councilman Southall, to approve an Ordinance Requesting Additional Appropriations from the General Fund and Capital Project Fund for Fiscal Year 2022. Recorded vote on the motion:

**YES:** Councilmembers Southall, Hux, Green, Feigh, Andrews, 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 appoint Kara J. Joyce to the Economic Development Authority with a term expiring March 31, 2024; Allyson Dye to the Parks and Recreation Advisory Board in the At-Large precinct with a term expiring March 31, 2022 and moving Anna Ward from the At-Large precinct to the Eastern Precinct with a term expiring March 31, 2023;

Craig Freeman was moved from the At-Large precinct to the Western Precinct for the School Board with a term expiring June 30, 2023 and opening an At-Large precinct position to be filled at a later date; Christine Salak to the Planning Commission in the At-Large precinct with a term expiring January 31, 2024 and James Bentley in the Central precinct with a term expiring November 30, 2022. Recorded vote on the motion:

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

NO: None

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

City Manager, Randy Wheeler, explained the changes to the School Board appointment with the transfer of Craig Freeman to the Western precinct that would open the At-Large position to a wider pool of citizens interested in serving. If you are interested please submit your Board Bank application by March 11, 2022. Mr. Wheeler reviewed that the Fall/Winter Curbside Leaf Pick-up program has ended and Public Works picked up 14,783 bags of leaves. Mr. Wheeler also stated that the ship on Shipwreck Island has been refurbished and is back on Shipwreck Island with possible further enhancements pending. He thanked Council for approving appropriations for the bleachers at Messick Point because the old bleachers were unsafe and had to be removed and thanked Public Works for their assistance. Mr. Wheeler reminded the public to lock your cars at night and be mindful of people trying to siphon gas from vehicles. He also informed everyone that the next “micro-park” has begun construction near Tropical Smoothie on Wythe Creek Road.

### **COUNCIL DIRECTIVES:**

Councilman Southall thanked Eden Harris and the Parks and Recreation Advisory Board for their great work to include their work on the gazebo. Mr. Southall also welcomed Ms. Leigh Etheridge to the City. He also reminded the citizens that the City staff does an excellent job with everything they do.

Councilwoman Andrews stated it was good to be back after her vacation and agreed with Councilman Southall’s comments.

Councilman Green thanked the City staff for hosting the last Food Bank and he was very pleased at the number of volunteers who participated.

Councilman Feigh gave kudos to the Parks and Recreation Advisory Board for the job they do and to Public Works for keeping the City clean. He also congratulated Milton Wiggs on his retirement and thanked Mr. Wiggs for his service all these years.

Vice Mayor Freeman stated he has gotten lots of comments on the ship being back at Shipwreck Island and that citizens are pleased that the tree on the corner in front of CVS has been removed. Mr. Freeman also thanked Parks and Recreation and Public Works for all of their work.

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

**NO:** None

The meeting was adjourned at approximately 7:35 p.m.





# CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

March 14, 2022

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Leigh Etheridge, Finance Director

**SUBJECT:** Additional Designation of Funding in Capital Project Fund

At the September 27, 2021 City Council meeting, the City Manager brought forth recommendation to utilize the available cash under the Debt Service Fund to fund nine projects for your considerations.

One of these nine projects approved under Ordinance #1695 was for a replacement of a medic unit for a total appropriation of \$115,000. The Fire Department, at your direction, has applied for a 50/50 grant to replace Medic 11. Due to inflation of materials since that time, it has now been estimated that an additional \$60,000 in local match funding will be required if the City is approved for the grant.

The additional funding required has been identified in Capital Project Fund through completed projects with leftover funds that have been transferred to undesignated projects in the Capital Project Fund. For this reason, I respectfully request Council consider a motion to appropriate the \$60,000 from undesignated projects to the replacement of a medic unit in the Capital Project Fund. If the Grant request is approved by the Office of Emergency Medical Services the City will have a total of \$175,000 to apply towards local match requirement.

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

**AN ORDINANCE APPROPRIATING UNDESIGNATED CAPITAL PROJECTS TO DESIGNATED PROJECTS WITH THE CAPITAL PROJECT FUND OF THE CITY OF POQUOSON, VIRGINIA FOR Fiscal Year 2022**

**WHEREAS**, the City has \$60,000 in undesignated project funding through completed projects with leftover funds that have been transferred to undesignated projects within the Capital Project Fund, and

**WHEREAS**, the City through Ordinance #1695 appropriated \$115,000 towards the replacement of the medic unit, and

**WHEREAS**, the City has determined that an additional \$60,000 will be required in local match if awarded the 50/50 grant through the Office of Emergency Medical Services, and

**WHEREAS**, the City has the ability to designate the additional funds required to the replacement of the medic unit to satisfy the requirements of the grant.

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

**Section 1:** That an \$60,000 in undesignated projects in the Capital Projects Fund be and the same hereby are appropriated to the following for Fiscal Year 2022.

**CAPITAL PROJECTS FUND**

**Expenditures:**

Public Safety Equipment	\$60,000
Undesignated Projects	<u>(\$60,000)</u>
<b>TOTAL</b>	<b><u>\$0</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**

March 14, 2022

**To:** City Council

**From:** City Clerk

**Subject: Resolution making an appointment to the School Board**

Presented for your consideration is a resolution making an appointment to the School Board.

At its February 28, 2022 meeting Council voted to move Craig Freeman from his At-Large seat on the School Board to Western Precinct leaving the At-Large seat vacant.

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

**RESOLUTION MAKING AN APPOINTMENT TO  
THE SCHOOL BOARD**

**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 to the School Board for the term indicated:

<u>Name</u>	<u>Term Expires</u>
1. At Large	June 30, 2024

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

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

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

**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)(3) 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**