

1. City Council Regular Session Agenda May 23, 2022

Documents:

REGULAR SESSION MEETING AGENDA 5-23-22.PDF
REGULAR SESSION MINUTES 5-9-22.PDF
ORDINANCE REQUESTING ADDITIONAL APPROPRIATIONS GENERAL FUND
FY22.PDF
RESOLUTION REQUESTING CONVEYANCE OF ECONOMIC DEVELOPMENT
PROPERTY.PDF

**POQUOSON CITY COUNCIL
REGULAR SESSION MEETING
MONDAY, MAY 23, 2022, 7:00 P.M.**

A. MEETING CALLED TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE – Councilman Hux

C. AUDIENCE FOR VISITORS

D. APPROVAL OF THE MINUTES

(a) Regular Session May 9, 2022

E. PUBLIC HEARING

1. School Board Appointments

**(a) Public Hearing
(no action required)**

F. NEW BUSINESS

1. Ordinance Requesting Additional Appropriations – General Fund for Fiscal Year 2022

2. Resolution Requesting Conveyance of Economic Development Property

G. COMMENTS OF THE CITY MANAGER

H. COUNCIL DIRECTIVES

I. ADJOURNMENT

MINUTES OF THE CITY COUNCIL MEETING

May 9, 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 Keith A. Feigh
The Honorable Jana D. Andrews

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

ABSENT: The Honorable Charles M. Southall III

MEETING CALLED TO ORDER:

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

INVOCATION AND PLEDGE OF ALLEGIANCE:

Councilman Green 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 Vice Mayor Freeman, to adopt the minutes of the Work Session and the Regular Session held April 25, 2022 as submitted. Recorded vote on the motion:

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

NO: None

UNFINISHED BUSINESS:

- 1. Second Reading and Final Adoption of the FY2023 Annual Financial Plan**
 - a) Ordinance Appropriating Funds to Various Governmental Funds
 - b) Ordinance Establishing the Real Estate Rate
 - c) Ordinance Establishing the Personal Property, Watercraft and Privately Owned Camping Trailers and Mobile Home Tax Rates

Councilman Green moved, seconded by Vice Mayor Freeman, to adopt the Ordinance to Appropriate Funds to the Various Governmental Funds of the City of Poquoson, Virginia for Fiscal Year 2023, the Ordinance to lay \$1.13 Levy Per \$100.00 Assessed Value on All Real Estate in the City of Poquoson, Virginia, for the General Operation of the Various Departments of the City Government, and

Ordinance Establishing the Personal Property, Watercraft and Privately Owned Camping Trailers and Mobile Home Tax Rates. Vice Mayor Freeman reminded the citizens that the City does not have a different tax rate depending on where you live in the City, all areas have the same tax rate. Recorded vote on the motion:

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

NO: None

COMMENTS OF THE CITY MANAGER:

City Manager, Randy Wheeler, stated that the process for filling two School Board vacancies has begun. Applications will be accepted through May 23, 2022 for Eastern District and Western District School Board members and there are incumbents who are eligible for re-appointment, however, all qualified candidates are encouraged to submit an application. At the May 23, 2022 City Council meeting a Public Hearing will open, the Clerk will read the names of all candidates received. Anyone at that time will be able to come forward and submit their name or the name of someone else that is also qualified who wants to be considered. City Council will also be able to submit names for qualified individuals at that time. Once the Public Hearing is closed those names will be considered in the applicant pool. City Council will then submit up to three persons for each position to be interviewed prior to the June 13, 2022 City Council meeting and appointments will be made during that meeting. Mr. Wheeler thanked Public Works, Police Department and Fire Department for their work over the weekend with the storms and tide issues that are still ongoing.

COUNCIL DIRECTIVES:

Councilwoman Andrews stated that she was able to go to the City Convenience Site drop off over the weekend and that it is a great service provided to the citizens. She also thanked Mr. Wheeler for the Board/Commission Appointment SOP that makes the process clear for the citizens and everyone to follow how the process works. Councilwoman Andrews also thanked everyone at home for watching.

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

NO: None

The meeting was adjourned at approximately 7:09 p.m.



CITY OF POQUOSON

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

May 23, 2022

TO: City Council

THROUGH: Randy Wheeler, City Manager

FROM: Leigh Etheridge, Finance Director

SUBJECT: Ordinance Requesting Additional Appropriations – General 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 \$14,712 through Grant revenue from the State and Library donations in Fiscal Year 2021-2022. The revenue increases are listed below:

- \$10,208 in Library Donations;
- \$3,481 additional funding in Litter Grant through Department of Environmental Quality (DEQ);
- \$1,023 State Asset Forfeiture Revenue through Department of Criminal Justice Services (DCJS).

Fiscal Year 2022 Requested Expenditure Appropriations:

- \$10,208 to be used for Library programs and services;
- \$3,481 additional appropriation needed for Community Development litter project;
- \$1,023 Asset Forfeiture State funding to be used per Police AFP program guidelines.

Attached you will find an ordinance appropriating \$14,712 to the General Fund budget for these financial Grants and Donations for Council 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 FOR FISCAL YEAR 2022**

WHEREAS, the City has identified additional funds that need to be appropriated,
and

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

WHEREAS, the City will appropriate \$14,712 in total to the General Fund for
use of aforementioned funding, and

WHEREAS, the City will appropriate \$10,208 of this total in funding from
Library donations to the General Fund to be used for Library programs and services, and

WHEREAS, the City will appropriate \$3,481 of this total in State grant funding
from Department of Environmental Quality to the General Fund to be used for litter
project efforts;

WHEREAS, the City will appropriate the remaining \$1,023 in funding to the
General Fund to be used for State Asset Forfeiture Police program efforts.

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

Section 1: That additional revenues of \$14,712 in the General Fund be and
the same hereby are appropriated within the Fiscal Year 2022 Budget as follows:

GENERAL FUND

Revenue:

State - Gants/Asset Forfeiture	\$4,504
Donations	<u>10,208</u>
	<u>\$14,712</u>

Expenditure:

Police	\$1,023
Library	10,208
Community Development	<u>3,481</u>
	<u>\$14,712</u>

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

May 23, 2022

To: City Council

From: Tonya O'Connell, Assistant City Manager

Through: Randy Wheeler, City Manager

Subject: **Resolution Request Conveyance of Economic Development Property**

At the last City Council meeting, the budget for Fiscal Year 2023 was approved. The budget included the construction of the Public Safety Building utilizing funds received both from the American Recovery Plan Act (ARPA) and anticipating borrowing through general obligation bonds. A team which included the City Manager, Police Chief, Fire Chief, Director of Community Development, City Engineer and Director of Parks, Recreation and Economic Development was formed to select a project area for the site of the Public Safety Building while awaiting the approval of the budget.

A project area was selected based on location to include no flood zone and can be utilized quickly due to a recently confirmed USACE Wetland determination as well as the timeframe requirement of ARPA. The location of the project was selected by the team members to be the four parcels located at the entrance of City Hall Avenue. The parcels are collectively owned by the City and the Economic Development Authority (EDA).

The project area is to include three parcels own by the EDA and part of one owned by the City. The EDA owns Tax Map No. 27-01-00-0097A containing 0.2668 acres, Tax Map No. 27-01-00-0096 containing 0.5177 acres and Tax Map No. 27-01-00-0098 containing 1.342 acres. The City owns Tax Map No. 27-01-0096-A containing .55 acres. It anticipated that the City will utilize 63% of the top portion of the property for inclusion of the project area. The remaining 37% will be held for future initiatives of the Parks and Recreational Advisory Board.

In order to proceed with the issues of the request for proposal for architectural services to design the public safety building based on the above acreage, the City will need conveyance of three parcels that are owned by the Economic Development Authority (EDA). Attached for your consideration, you will find a resolution authorizing the City Manager to request from the EDA the conveyance of Tax Map No. 27-01-00-0097A containing 0.2668 acres, Tax Map No. 27-01-00-0096 containing 0.5177 acres and Tax Map No. 27-01-00-0098 containing 1.342 acres for the use of the project are for the Public Safety Building.

**RESOLUTION REQUEST CONVEYANCE OF ECONOMIC
DEVELOPMENT AUTHORITY PROPERTY TO THE CITY TO USE AS PART
OF THE LAND FOR THE PUBLIC SAFETY BUILDING**

WHEREAS, the City Council of the City of Poquoson (City) has approved the construction of a Public Safety Building with the adoption of the Fiscal Year 2023 Budget on May 11, 2022, and

WHEREAS, the Economic Development Authority (EDA) owns certain property located in the project area as identified by City Staff as the location for the future site of the Public Safety Building, and

WHEREAS, the City Council is requesting from the EDA conveyance of three parcels located in the project area at the entrance of City Hall, and

WHEREAS, the Property to be conveyed from the EDA to the City is Tax Map No. 27-01-00-0097A containing 0.2668 acres, Tax Map No. 27-01-00-0096 containing 0.5177 acres and Tax Map No. 27-01-00-0098 containing 1.342 acres.

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

Section 1: The City Manager is authorized to request conveyance from the EDA.

Section 2: The City Manager is further authorized to accept the conveyance if approved by the EDA.

Section 3: That this resolution shall be in effect on and after its adoption.

ADOPTED: _____

TESTE: _____
City Clerk



Johnson Trust

CITY

EDDA

CITY

CITY

CITY HALL AVE

CITY
37%

CITY
63%

EDDA

EDDA

EDDA

Champagne

Hahn

BETA ST