

1. City Council Work Session Agenda August 26 2019

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[CC WORK SESSION AUGUST 26 2019.PDF](#)

2. City Council Agenda August 26 2019

Documents:

[REGULAR SESSION AGENDA SUMMARY.PDF](#)

2.I. Minutes - July 22, 2019 Regular Session

Documents:

[MINUTES REGULAR SESSION JUNE 24 2019.PDF](#)

2.II. Minutes - July 22, 2019 Work Session

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[MINUTES WORK SESSION JUNE 24 2019.PDF](#)

2.III. Ordinance Making Appropriation For Watermen's Memorial

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[APPROPRIATIONS WATERMENS MEMORIAL.PDF](#)

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2.V. Resolution Authorizing CM To Enter Into A Contract For An Excavator

Documents:

[RESOLUTION CITY MANAGER ENTER CONTRACT FOR EXCAVATOR.PDF](#)

2.VI. Resolution Making Appointments To Board Of Zoning Appeals

Documents:

[RESOLUTION APPOINTING BOARD OF ZONING APPEALS.PDF](#)

**AGENDA  
POQUOSON CITY COUNCIL  
WORK SESSION  
MONDAY, AUGUST 26, 2019  
COUNCIL CHAMBERS  
6:00 P.M.**

- 1. VDOT - Wythe Creek Road Widening Project**



**CITY OF POQUOSON**  
**ENGINEERING**

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996  
(757) 868-3025 (757) 868-3105 FAX

August 26, 2019

TO: Poquoson City Council

THROUGH: Randy Wheeler, City Manager

FROM: Ellen Roberts, City Engineer

RE: Work Session - Wythe Creek Road Widening Project

VDOT personnel and consultants will make a presentation and answer questions on the Wythe Creek Road widening project during the August 26, 2019 Work Session. They will provide information on project status, budget issues, and the path forward.

The Wythe Creek Road widening project is a VDOT-managed joint effort with Hampton and Poquoson. The goal of the project is to widen the southern portion of Wythe Creek Road from its current two lanes to three lanes. The center lane is intended to be a reversible lane during commuter hours. As part of this effort, the current bridge and causeway connecting the two cities will be replaced by an elevated bridge that will provide more egress/ingress from Poquoson to Hampton during major tidal storm events.

**POQUOSON CITY COUNCIL  
REGULAR SESSION MEETING  
MONDAY, JULY 22, 2019, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. SPECIAL PRESENTATIONS**

- **Certificate of Appreciation to Jennifer M. Mosteller – School Board**

**D. AUDIENCE FOR VISITORS**

**E. APPROVAL OF THE MINUTES**

- (a) **Regular Session June 24, 2019**
- (b) **Work Session June 24, 2019**

**F. NEW BUSINESS**

1. **Resolution in Support of an Application for Revenue Sharing Funding to Improve the Little Florida Road/Poquoson Avenue/Laydon Way Intersection**
2. **Resolution Authorizing the City Manager to Execute the Master Agreement for the Hampton Roads Regional Economic Development Alliance (HREDA) for the City of Poquoson**
3. **Ordinance Making Additional Appropriations for Fiscal Year 2019 in General Fund (Library Donations and Fire Department)**
4. **Ordinance Making Additional Appropriations for Fiscal Year 2019 in Capital Project Fund (VDOT Funding, Fire Department Donations and Bond Interest Earnings)**
5. **Ordinance Making Additional Transfers for Fiscal Year 2019 in Capital Project Fund (School Division – Bus Replacement)**
6. **Resolution Authorizing the City Manager to Enter into a Contract with Virginia Public Work Equipment – Debris Truck**
7. **Enhancement Grant Tom Hunt Store Relocation**
  - **Ordinance Making Appropriation for Tom Hunt's Store**
  - **Resolution Authorizing the City Manager to Enter into a Contract for the Relocation of Tom Hunt's Store**
8. **Resolution Making An Appointment to the Wetlands Board**

**G. COMMENTS OF THE CITY MANAGER**

**H. COUNCIL DIRECTIVES**

**I. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING**  
**June 24, 2019 7:00 P.M.**  
**REGULAR SESSION**

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

**ABSENT:** The Honorable W. Eugene Hunt, Jr., Mayor

**MEETING CALLED TO ORDER:**

Vice Mayor Freeman called the meeting to order at approximately 7:03 p.m.

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

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

**SPECIAL PRESENTATIONS:**

**Proclamation Recognizing the HUNCH (High School Students United with NASA to Create Hardware) Project at NASA Langley Research Center**

Vice Mayor Freeman presented to Mrs. Ellen Fiscella a proclamation recognizing two teams from her classes for placing 3<sup>rd</sup> and 4<sup>th</sup> in the NASA HUNCH finals.

**Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting**

Vice Mayor Freeman presented the Finance Department with the GFOA certificate of achievement for excellence in financial reporting. Robin Bellamy represented the Department in accepting the certificate.

**New Employee Introduction – Alyssa Brunner (Library)**

Library Director Jessica Hartley introduced Alyssa Brunner to Council as the new Youth Services Librarian. Alyssa comes to the City with a Bachelor Degree in creative writing and a Master Degree in Library Science, as well as many years of Library experience.

**AUDIENCE FOR VISITORS:**

None

**APPROVAL OF THE MINUTES:**

1. Councilman Green moved, seconded by Councilman Cannella, to adopt the minutes of the regular session held on May 28, 2019 as submitted. Recorded vote on the motion:

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

**NO:** None

2. Councilman Green moved, seconded by Councilman Cannella, to adopt the minutes of the special session held on June 17, 2019 as submitted. Recorded vote on the motion:

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

**NO:** None

**NEW BUSINESS:**

1. **Resolution Making Appointment to the Workforce Development Consortium**

Vice Mayor Freeman presented the resolution making appointment to the Workforce Development.

Councilman Hux moved, seconded by Councilman Southall to re-appoint Herbert R. (Buddy) Green to the Workforce Development Consortium, to adopt the Resolution with his name inserted. Recorded vote on the motion:

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

**NO:** None

**ABSTAIN:** Councilmember Green

2. **Resolution Making Appointments to the School Board**

Vice Mayor Freeman presented the resolution making appointments to the School Board.

Councilman Green moved, seconded by Councilman Hux to re-appoint Jeremy Jordan (Western) and to appoint Craig Freeman (Eastern) to the School Board and to adopt the Resolution with their names inserted. Recorded vote on the motion:

**YES:** Councilmembers Southall, Hux, Green, Cannella and Andrews

**NO:** None

**ABSTAIN:** Vice Mayor Freeman

**COMMENTS OF THE CITY MANAGER:**

City Manager Randy Wheeler reminded citizens that the City is in the process of transitioning to a new recycling contractor. The pick-up and delivery of containers is ongoing and the new service begins July 1<sup>st</sup>.

**COUNCIL DIRECTIVES:**

Councilman Southall congratulated Mrs. Fiscella and her students for their accomplishments in the NASA HUNCH program and Finance Department on the GFOA Certificate of Achievement for Excellence in Financial Reporting. He also welcomed the new Youth Services Librarian Alyssa Brunner.

Councilman Green reminded everyone of the Food Bank that will be held on June 25<sup>th</sup> and will be hosted by the Poquoson Lions Club.

Councilman Hux thanked everyone involved in providing the information needed for the work session.

**ADJOURNMENT:**

There being no further business, Councilman Green moved, seconded by Councilman Cannella to adjourn the meeting. Recorded vote on the motion:

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

**NO:** None

The meeting was adjourned at approximately 7:24 p.m.

**MINUTES OF THE CITY COUNCIL MEETING**  
**June 24, 2019 6:00 P.M.**  
**WORK SESSION**  
**Council Chambers**

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

**ABSENT:** The Honorable W. Eugene Hunt, Jr., Mayor

Vice Mayor Freeman opened the work session at approximately 6:00 p.m. in Council Chambers.

**1. Shipwreck Island**

City Engineer Ellen Roberts presented Council with alternatives for the Shipwreck Island (Poquoson Avenue/Little Florida Road/Laydon Way) Intersection.

Engineering was tasked with developing improvements for the Shipwreck Island intersection. These improvements are intended to align the northerly leg of Poquoson Avenue with Laydon Way. These two roads are offset by a distance of approximately 80 feet. Federal Highway Administration Standards call for legs of intersection to be located directly across from one another. Alternatively, two adjacent intersections must be separated by a distance of at least 440 linear feet to meet highway standards. Offset intersections like Shipwreck create driver confusion, increased conflict points (locations where one car turns into another vehicle's lane), more backups, and decreased lines of sight.

Conceptual layouts and cost estimates were presented to City Council at its February 25, 2019 work session. The cost to realign Laydon Way but make no other improvements was \$375,000. A second option had a price tag of \$600,000 and included the realignment of Laydon Way and the addition of right hand turn lanes and traffic calming islands. At the February 2019 Council meeting Council had directed staff to gather traffic volume and vehicle accident data.



Clark Nexsen performed a traffic count for this area. The following diagram shows peak morning and afternoon counts:

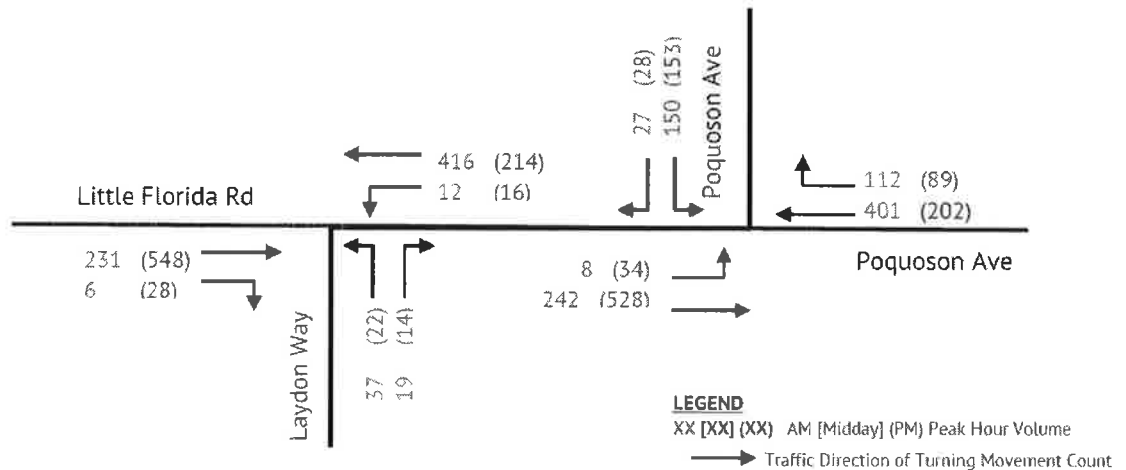


Figure 1.1 Existing 2019 Peak Hour Turning Movement Counts

The morning turning movement peak occurred from 7:00 – 8:00 a.m., and the afternoon peak took place between 5:00 – 6:00 p.m. The turning movement analysis showed that 85% of the southbound traffic on Poquoson Avenue turned left to remain on Poquoson Avenue eastbound.

The average daily traffic volume (ADT) along Poquoson Avenue north of Little Florida was found to be 9771 vehicles per day. The ADT along Poquoson Avenue east of the intersection east of Laydon Way was found to be 3397 vehicles per day.

In order to provide some context, VDOT traffic counts completed in 2018 indicate that the intersection traffic sees more daily flow than three of Poquoson’s four signalized intersections. In addition, the intersection experiences a high percentage of turning movements, especially left hand turns. Turning movements create a greater potential for traffic backups and accidents.

The consultant measured speeds at the intersection. It must be noted that speed studies typically do not take place at intersections because turning vehicles decelerate. This skews data and can provide the impression that speeding is not an issue. Intersections with a high percentage of turning vehicles would typically exhibit lower speeds than the roads leading to and away from the intersection. The 85<sup>th</sup> percentile speeds at the intersection all fell within the 30-35 mph range. However, the consultant stressed that the through traffic speeds averaged significantly higher than the average speed. A more detailed speed study would be needed to confirm the average speed leading to and away from the intersection.

The Poquoson Police Department provided vehicular accident data for the area surrounding and including the intersection. Please note that the accident locations are approximate and indicate where the vehicles came to a stop rather than some collision points or where the driver may have lost control. Three incidents occurred at the intersection during this period. Two were caused by vehicles making improper turns and colliding with vehicles in the adjacent lane. One was caused by a driver backing up while waiting to make a turn. This action was intended to correct a perceived problem with their position at the intersection. All three events took place during daylight hours.

Council can opt to fund this project completely or to seek transportation funding. The most likely source of funding is Revenue Sharing funds. This project appears to qualify for this program. Revenue Sharing monies can fund up to 50% of a project's cost. Applications are accepted and funding awarded every two years. VDOT is currently accepting applications for Fiscal Years 2021 and 2022. In order to participate in this application process, City Council would have to pass a resolution before August that supports the project and commits to funding 50% of the cost. The Engineering Department would complete an application and submit it to VDOT by October of 2019. The Commonwealth Transportation Board would select projects for funding in early 2020. Work on selected projects could begin in Fiscal Year 2021. Project completion would depend on workload, VDOT review times and the time needed to both design and construct the project.

After a lengthy discussion among Council members regarding support of the project two members opposed the project with four members supporting the project utilizing the cost sharing option. Therefore staff was directed to bring forth a resolution to City Council in July that supports an application for Revenue Sharing Funding to improve the Little Florida/Poquoson Avenue/Laydon Way intersection.

## **2. Streetscape Improvements – City Hall Clock**

Councilman Hux noted that the time remaining prior to the regular Council Session would not be sufficient to cover the City Hall Clock discussion. Council decided to postpone this matter until the July 22, 2019 Work Session.

### **ADJOURNMENT:**

There being no further business, the work session was adjourned at approximately 7:00 p.m.



## CITY OF POQUOSON

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996  
(757) 868-3000 TELEPHONE (757) 868-3101 FAX

Office of the City Manager  
J. Randall Wheeler

August 26, 2019

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Graham Wilson, Assistant City Manager

**SUBJECT:** Ordinance Making Additional Appropriations for Fiscal Year 2020 –  
Watermen's Memorial

In August 2015, City Council approved a resolution authorizing a Watermen's Memorial on City owned property at Messick Point. At that time City Council combined donations that were raised approximately 10 years ago for the Heritage Park Clock project with approximately \$1,500 that had been donated specifically for the Watermen's Memorial. These funds remain in the City's General Fund balance as restricted fund balance to be used for this purpose.

At the July 22, 2019 work session, Councilman Green advised City Council that he was obtaining quotes from monument builders for a Watermen's Memorial Monument. The quote of \$6,550 is the cost of the monument and its installation. The Poquoson Exchange Club has graciously offered to install the base using their resources.

Attached is an ordinance for City Council's consideration making the appropriation for the Watermen's Memorial.

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

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS  
FOR FISCAL YEAR 2020**

**WHEREAS**, the City has \$6,550 in restricted fund balance in the General Fund for Watermen's Memorial Park through Resolution #3984 adopted on August 24, 2015, and

**WHEREAS**, the City has determined to proceed with the watermen's memorial project in the fiscal year, and

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

**Section 1:** That an additional \$6,550 in revenues in the General Fund be and the same hereby are appropriated within the Fiscal Year 2020 Budget as follows:

**GENERAL FUND**

**Revenues and Transfers:**

Restricted Fund Balance \$6,550

**TOTAL** **\$6,550**

**Expenditures:**

Contingencies – Watermen's Memorial \$6,550

**TOTAL** **\$6,550**

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

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996  
(757) 868-3000 TELEPHONE (757) 868-3101 FAX

Office of the City Manager  
J. Randall Wheeler

August 26, 2019

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Graham Wilson, Assistant City Manager

**SUBJECT:** Ordinance Making Additional Appropriations for Fiscal Year 2020 – Electronic Sign

At the July 22, 2019 Work Session, City Manager Wheeler presented Council with streetscape improvement options that would utilize the funding that was appropriated in March 2019 by City Council in the amount of \$37,373.

An electronic sign was identified by Council during discussions as the preferred streetscape option. The electronic sign would be similar in size to the existing sign post on Victory Blvd. and would be remotely programmed and able to scroll multiple messages and screens with graphics. The estimated project cost is \$53,416.

The balance of restricted funds in the General Fund remaining from the Watermen's Memorial Monument in the amount of \$12,986, and the funding in the amount of \$37,373 from the Capital Project Fund associated with streetscape improvements would be utilized for the electronic sign. Staff will be working with the vendor and contractors associated with this project regarding the estimated project cost which is \$3,057 more than the appropriation.

Attached is an ordinance for City Council's consideration making appropriations for the electronic sign.

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

**AN ORDINANCE MAKING ADDITIONAL APPROPRIATIONS  
FOR FISCAL YEAR 2020**

**WHEREAS**, the City has \$12,986 in restricted fund balance in the General Fund for Watermen’s Memorial Park through Resolution #3984 adopted on August 24, 2015, and

**WHEREAS**, the City has \$37,373 appropriated as streetscape project in the Capital Project Fund, and

**WHEREAS**, the City has determined to transfer the funds from General Fund and the streetscape project to proceed with the electronic sign project in the fiscal year based on the direction of City Council.

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

**Section 1:** That an additional \$12,986 in revenue in the General Fund, \$12,986 in revenues in the Capital Project Fund and \$37,373 in transfers in the Capital Project Fund be and the same hereby are appropriated within the Fiscal Year 2020 Budget as follows:

**GENERAL FUND**

**Revenues and Transfers:**

Restricted Fund Balance \$12,986

**TOTAL** **\$12,986**

**Expenditures:**

Transfer to Capital Project Fund \$12,986

**TOTAL** **\$12,986**

**CAPITAL PROJECT FUND**

**Revenues and Transfers:**

Transfer from General Fund \$12,986

**TOTAL** **\$12,986**

**Expenditures:**

Streetscape	\$(37,373)
Electronic Signpost Project	<u>50,359</u>
<b>TOTAL</b>	<b><u>\$12,986</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

FINANCE DEPARTMENT

500 CITY HALL AVENUE, POQUOSON, VIRGINIA 23662-1996

August 26, 2019

**TO:** City Council

**THROUGH:** Randy Wheeler, City Manager

**FROM:** Tonya O'Connell, Finance Director  
Tom Jones, Director of Public Works

**SUBJECT:** Public Works – Caterpillar 308 CR Mini Hydraulic Excavator

It is the recommendation of Public Works Department to purchase a Caterpillar 308 CR Mini Hydraulic Excavator from Carter Machinery Co., Inc. through the cooperative purchasing agreement established with National Joint Powers Alliance (Sourcewell) Contract 032119-CAT. The Caterpillar 308 CR Mini Hydraulic Excavator will replace the Komatsu Excavator which is over 19 years old and is inoperable. The excavator will be used to dig roadside and outfall ditches to ensure proper drainage of streets and to do full depth patching on the City's roadways when payment failure exist.

The total cost of the Caterpillar Excavator is \$124,364 which takes into consideration the trade allowance for the Komatsu Excavator of \$12,000 and provides for an extended warranty on the powertrain and hydraulics. The funds received from the Virginia Department of Transportation which provides for funding to maintain the paving and drainage programs will be utilized.

Attached for consideration is a resolution authorizing the City Manager to enter into a contract with Carter Machinery Co., Inc.



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

**A RESOLUTION TO AUTHORIZE THE CITY MANAGER TO ENTER INTO  
CONTRACTS WITH CARTER MACHINERY CO., INC.**

**Whereas**, the City has determined the necessity of a new excavator for the continuing protection and safety of its citizens; and

**WHEREAS**, the City received funds from the Virginia Department of Transportation (VDOT) which provides for funding to maintain the paving and drainage programs; and

**WHEREAS**, the purchase of the excavator will allow for the City to support the programs in which funding is received from VDOT; and

**WHEREAS**, the City through cooperative purchasing agreements with National Joint Powers Alliance (Contract 032119-CAT) intend to purchase the excavator; and

**WHEREAS**, the proposals were reviewed by the Public Works Department to determine the appropriate excavator that will fit the need of the community and

**WHEREAS**, the recommendation to the City Manager based on the requirements of the Public Works Department is to purchase a Caterpillar 308 CR Mini Hydraulic Excavator with a cost of \$124,364.

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

**Section 1:** That the City Manager is hereby authorized to do all things necessary to enter into a contract with Carter Machinery Co., Inc. to purchase a Caterpillar 308 CR Mini Hydraulic Excavator.

**Section 2:** That this resolution 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

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August 26, 2019

**To:** City Council

**From:** City Manager

**Subject: Resolution Making Appointments to the Board of Zoning Appeals**

Presented for your consideration is a resolution making appointments to the Board of Zoning Appeals (5 Year Term).

Lester E. Nagle (Eastern) was appointed in June 2003 and does not wish to be reappointed and Mark T. Lovell (Eastern) was appointed as Alternate in November 2016 and is also eligible for reappointment.

All Board Bank applications on file have already been forwarded to you for review.

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

**RESOLUTION MAKING APPOINTMENTS TO THE  
BOARD OF ZONING APPEALS**

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

**Section 1:** That the following persons be and the same hereby are appointed to the Board of Zoning Appeals for the terms indicated:

<u>Names</u>	<u>Terms Expire</u>
1.	August 31, 2024
2.	August 31, 2024

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

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

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