

1. City Council Work Session Agenda August 26 2019

Documents:

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

2. City Council Regular Session Agenda August 26, 2019

Documents:

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

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

Documents:

[MINUTES REGULAR SESSION JULY 22 2019.PDF](#)

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

Documents:

[MINUTES WORK SESSION JULY 22 2019.PDF](#)

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

Documents:

[APPROPRIATIONS WATERMENS MEMORIAL.PDF](#)

2.IV. Ordinance Makng Appropriation For Electronic Sign

Documents:

[APPROPRIATION ELECTRONIC SIGN.PDF](#)

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, AUGUST 26, 2019, 7:00 P.M.**

**A. MEETING CALLED TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. AUDIENCE FOR VISITORS**

**D. APPROVAL OF THE MINUTES**

- (a) Regular Session July 22, 2019
- (b) Work Session July 22, 2019

**E. NEW BUSINESS**

1. Ordinance Making Additional Appropriations for Fiscal Year 2020 –  
Watermen’s Memorial
2. Ordinance Making Additional Appropriations for Fiscal Year 2020 –  
Electronic Sign
3. Resolution Authorizing the City Manager to Enter into Contract with Carter  
Machinery Co., Inc - Excavator
4. Resolution Making Appointments to the Board of Zoning Appeals

**F. COMMENTS OF THE CITY MANAGER**

**G. COUNCIL DIRECTIVES**

**H. ADJOURNMENT**

**MINUTES OF THE CITY COUNCIL MEETING**

**July 22, 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

J. Randall Wheeler, City Manager  
Evie Insley, City Clerk  
D. Wayne Moore, City Attorney

**ABSENT:** The Honorable Jana D. Andrews

**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:**

**Certificate of Appreciation to Jennifer Mosteller – School Board**

Mayor Hunt presented Jennifer Mosteller a certificate of appreciation for her years of service on the School Board.

**AUDIENCE FOR VISITORS:**

Roger Covert of 1338 Poquoson Avenue, Henry Ayer of 17 Islander Way, Allison Fox of 4 G. Maria Drive, Renata Sutherland of 8 Locust Run and Jennifer Mosteller of 5 Freeman Drive all spoke in opposition of the Little Florida Road/Poquoson Avenue/Laydon Way intersection improvements project as an unwarranted expense.

**APPROVAL OF THE MINUTES:**

1. Councilman Green moved, seconded by Councilman Cannella, to adopt the minutes of the regular session held on June 24, 2019 as submitted. Recorded vote on the motion:

**YES:** Councilmembers Cannella, Southall, Hux, Green, 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 June 24, 2019 as submitted. Recorded vote on the motion:

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

**NO:** None

**NEW BUSINESS:**

- 1. Resolution in Support of an Application for Revenue Sharing Funding to Improve the Little Florida Road/Poquoson Avenue/Laydon Way Intersection**

City Engineer Ellen Roberts presented Council with a resolution in support of an application for Revenue Sharing Funding to improve the Little Florida Road/Poquoson Avenue/Laydon Way Intersection.

The total project cost is estimated to be \$600,000 of which the City would seek a state revenue match of \$300,000 with the support of Council. Conceptual plans for improvement to the intersection were developed and presented to City Council at work session in February 2019. At that time, City Council directed staff to continue work on the concept and to gather traffic, volume, speed and accident data.

The primary goal of the project is to improve the intersection as much as possible within the existing right of way. The most significant improvement is the realignment of Laydon Way at the intersection so that it is located directly across from Poquoson Avenue.

Per Council's request, a right turn lane from Little Florida Road onto Laydon Way was added to the conceptual plan. In addition, the right turn merge lane from Poquoson Avenue east to Poquoson Avenue north was slightly lengthened; the through movement from Little Florida to Poquoson Avenue east was straightened and raised center line medians were added.

The project plan and its associated sketch are conceptual. The project area will be surveyed and to-scale construction plans will be created during the design phase, if the project moves forward.

With Council support of the resolution, City staff will complete the Revenue Sharing application. If approved by the Commonwealth Transportation Board, this would provide funding for Fiscal Years 2021 and 2022. Design would begin in early Fiscal Year 2021. Revenue Sharing monies can fund up to 50% of a project's cost. The remainder of the cost would be funded by the City of Poquoson. It is the City Manager's recommendation that \$300,000 in bond-related interest earnings projected for FY2020 be reserved as the local match.

Council discussed the proposed resolution where concerns over the need for this project were expressed. However a majority of Council felt the need to apply for funding was a priority.

Councilman Green moved, seconded by Councilman Hux to adopt the resolution in support of an application for Revenue Sharing Funding to improve the Little Florida Road/Poquoson Avenue/Laydon Way intersection. Recorded vote on the motion:

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

**NO:** Councilmember Cannella

**2. A Resolution Authorizing the City Manager to Execute the Master Agreement for Regional Economic Development for the City of Poquoson**

City Manager Randy Wheeler advised Council the City has been a member of HREDA since 2005. The City's annual contribution to HREDA is budgeted as part of the Economic Development Authority's annual budget and is included in the Fiscal Year 2020 budget. Vice Mayor Freeman serves as the City's designated representative and Economic Development Coordinator Charity Gavaza also is an active participant in HREDA.

The initial term of the agreement is for three years, with automatic one year renewals thereafter unless the City gives notice of intent to withdraw. The agreement is also subject to annual appropriation. The proposed agreement has been reviewed by the City of Poquoson Economic Development Authority and Vice Mayor Freeman and both have recommended Council approval.

HREDA Interim President & CEO Steve Herbert thanked Council for their support and asked that the Council support this resolution.

Councilman Green moved, seconded by Vice Mayor Freeman to adopt a resolution authorizing the City Manager to Execute the Master Agreement for Regional Economic Development for the City of Poquoson. Recorded vote on the motion:

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

**NO:** None

**3. Ordinance Making Additional Appropriations for Fiscal Year 2019 in General Fund (Library Donations and Fire Department)**

Finance Director Tonya O'Connell presented Council with an ordinance making additional appropriations for Fiscal Year 2019 in the General Fund. The appropriations are as follows:

- The Library Department has received donations this fiscal year in the amount of \$75. This ordinance appropriates the donations to the Library.
- The Fire Department received an allocation of funds from the Fiscal Year 2019 Fire Program Fund. The funds can be used for training, equipment and supplies for firefighting and personal protective equipment. This ordinance appropriates the revenue of \$42,055.
- The Fire Department received an allocation of funds from the Fiscal Year 2019 regarding the 4 for Life Program. The funds can be used for training and necessary equipment and supplies for medical services. This ordinance appropriates the revenue of \$13,074.

The donation received by the Library Department and the funds received by the Fire Department were received in June of 2019. The ordinance appropriates the funds to the departments to reflect the increase in budget for the Fiscal year 2019. The funds remaining in Fiscal Year 2019 budget will be carried over into Fiscal Year 2020 through a separate agenda item that will be presented to City Council after the audit of the financial statements are completed.

Councilman Green moved, seconded by Councilman Southall to adopt the ordinance making additional General Fund appropriations for Fiscal Year 2019. Recorded vote on the motion:

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

**NO:** None

**4. Ordinance Making Additional Appropriations for Fiscal Year 2019 in Capital Project Fund (VDOT Funding, Fire Department Donations and Bond Interest Earnings)**

Finance Director Tonya O'Connell presented Council with an ordinance making additional appropriations for Fiscal Year 2019 in the Capital Project Fund. The appropriations are as follows:

- The Virginia Department of Transportation provided additional appropriation in June of 2019 of \$206,440 for Fiscal Year 2019. The original budget did not take into consideration increase funding provided for street repaving, markings and upkeep of the ditches. The additional funding will be utilized in two steps. The first is to replace an excavator that is 19 years old and is inoperable with an estimated cost in excess of \$50,000 to repair. The excavator is critical in maintaining the roadside and outfall ditches and the additional funds can be used to purchase the equipment. A separate agenda item will be presented to City Council for approval of the equipment at a later time. The second will be used for markings or line painting throughout the City. This ordinance appropriates the funds for these purposes.
- The Fire Department received an additional donation of \$375 towards the purchase of the ambulance. All total the Poquoson Volunteer Rescue Squad donated \$19,407 and the Poquoson Ladies Auxiliary donated \$5,000 towards the ambulance which will cost a total of \$218,300. A grant from the Virginia Office of EMS Rescue Squad Assistance Fund will provide fifty percent funding and the remainder through donations and City allocated funds. The medic unit is scheduled for delivery in September. This ordinance appropriates the funds for that purpose.
- The City has an additional appropriation of \$43,466 in bond interest earning for Fiscal Year 2019. In the Constrained Capital Improvement Plan for Fiscal Year 2020, the projection to modernization the AV Room had an estimated cost of \$70,000. The modernization includes upgrading video and broadcasting equipment within Council Chambers. This ordinance appropriates the initial funding for the modernization of the AV Room which will allow for the School's Information Technology team to start the project. A separate agenda item will be presented at a later time to address the remaining portion that will be needed to complete the modernization during Fiscal Year 2020.

Councilman Green moved, seconded by Councilman Southall to adopt the ordinance making additional appropriations for Fiscal Year 2019 in Capital Project Fund. Recorded vote on the motion:

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



**NO:** None

**5. Ordinance Making Additional Transfers for Fiscal Year 2019 in Capital Project Fund (School Division – Bus Replacement)**

Finance Director Tonya O’Connell presented Council with an ordinance making additional transfers for Fiscal Year 2019 in Capital Project Fund. The appropriations are as follows:

On July 23, 2018, City Council through Ordinance No. 1596 approved the appropriations for the first phase of the \$23 Million borrowing. The appropriation identified two projects for the School Division for a total of \$17,069,100. Of that amount, the middle school renovation received an appropriated amount of \$17,001,100 and the difference of \$68,000 went towards a bus replacement in Fiscal Year 2019. The second phase will account for five buses and the replacement of the high school and primary school roofs.

To delay borrowing for a single bus, Schools requested a transfer of funds from the appropriation of the middle school renovation to purchase one bus in Fiscal Year 2020. The transfer will not decrease the overall budget for the middle school renovation nor will it change the budget for the five buses. It will allow for the purchase to be made utilizing funds that have been borrowed for the first phase. The total request of transfer from the middle school renovation to the purchase of a replacement bus is \$99,000.

Additionally, Schools requested a transfer to the middle school renovation of the remaining appropriation from the 2016 refinancing that provided new funds through Ordinance No. 1548 for HVAC replacement for the high school which was approved on July 25, 2016 by City Council. The total request of transfer from the high school HVAC replacement to the middle school renovation is \$16,632.

Councilman Green moved, seconded by Councilman Southall to adopt the ordinance making additional transfers for Fiscal Year 2019 in Capital Project Fund. Recorded vote on the motion:

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

**NO:** None

**6. Resolution Authorizing the City Manager to Enter into a contract with Virginia Public Works Equipment – Debris Truck**

Finance Director Tonya O’Connell reminded Council that at the May 13, 2019 City Council meeting, Ordinance No. 1619 was approved appropriating the budget for Fiscal Year 2020. In the Solid Waste Fund, the budget included a purchase of a second debris truck. In March 25, 2019, City Council Resolution 5075 approved the purchase of the first debris truck which utilized bond interest earnings. The second debris truck will utilize the Solid Waste Fund fund balance.

The Public Works Department recommend the purchase of a 2020 Freightliner Conventional Chassis with Model T base loader and trash body from Virginia Public Works Equipment through the cooperative purchasing agreement established with National Joint Powers Alliance Contract 041217-PII. The debris truck will be identical to the one the City entered into contract to purchase on April 2, 2019. The total cost of the debris truck including a warranty of the engine and transmission is \$156,108.

Councilman Green moved, seconded by Councilman Cannella to adopt the resolution to authorize the City Manager to enter into contract with Virginia Public Works Equipment. Recorded vote on the motion:

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

**NO:** None

## **7. Enhancement Grant Tom Hunt Store Relocation**

Finance Director Tonya O'Connell reminded Council that in 2005, the City applied for and received on behalf of the Poquoson Museum a Federal Enhancement Grant through the Virginia Department of Transportation (VDOT) to move the donated Tom Hunt Store to the Museum Property. The grant required a local match equal to 20% of the approved allocation. The Poquoson Museum in 2005 agreed to and subsequently raised funds through raffles and events to reimburse the City the local match piece.

In May of 2019, the City finally received approval from VDOT to advertise the IFB to relocate the Tom Hunt Store. On May 12, 2019, the advertisement for the IFB was placed in the Daily Press seeking bids from qualified vendors to relocate to the store. The scope of work included in the IFB was to relocate the store from its existing location to its new location at the Poquoson Museum site. The successful bidder separate from the relocation of the store will have to provide stability to the store prior to its move, replace the existing roof and provide for a new foundation. The IFB closed on June 12, 2019 and the City received two bids. The lowest bidder, F&W Builders, Inc., submitted a bid of \$179,888.

To date the project has incurred a total cost of \$75,402 in expenditures. It is projected that the cost to relocate the store based on the VDOT information is \$215,469 which includes the bid of \$179,888, contingencies of \$8,994, engineering services if required \$21,587 and VDOT oversight cost of \$5,000. The project has \$122,008 allocated from the federal grant and \$30,502 required from local match. The Poquoson Museum has earmarked in a certificate of deposit \$30,000 for the relocation of the store. As a result of this information the City has requested from VDOT additional funding to move forward with the relocation of the store.

The request from the City to VDOT is to provide the additional 80% support of the projected cost to complete the relocation of the store. The total projection needed is \$62,959. The Poquoson Museum will need assistance from the City which is estimated at \$13,094. This is the difference in the amount held in deposit and the cost to complete.

VDOT after receiving our commitment to pay the local match piece has tentatively agreed to the additional funding. An approval letter has been requested by VDOT from the federal government which is slated to be received the week of July 22nd. Due to the requirement of the grant, the City needs to take action to enter into a contract to relocate the store based on the grant period by September 1, 2019 in order to secure the funds committed to the project.

In order to enter into contract, the City must appropriate the grant funds and the additional local match that is required for the City to execute a contract. It is recommended that the local match that the City will be responsible for be taken from General Fund Fund Balance at such time it is required. If the City elects not to enter into a contract to relocate the store the federal funds received will be required to be paid to VDOT.

- **Ordinance Making Appropriation for Tom Hunt's Store**

Councilman Green moved, seconded by Councilman Cannella to adopt the ordinance making appropriation for Tom Hunt's Store. Recorded vote on the motion:

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

**NO:** None

- **Resolution Authorizing the City Manager to Enter into Contract for the Relocation of Tom Hunt's Store**

Councilman Green moved, seconded by Councilman Cannella to adopt the resolution authorizing the City Manager to enter into contract with F&W Builders, Inc. for relocation of Tom Hunt's Store. Recorded vote on the motion:

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

**NO:** None

#### **8. Resolution Making an Appointment to the Wetlands Board**

Mayor Hunt presented the resolution making an appointment to the Wetlands Board.

Councilman Green moved, seconded by Councilman Cannella to appoint Anthony Martin to the Wetlands board to finish the unexpired term of Craig L. Freeman who was appointed to the School Board. This term only covers six weeks; therefore, Council voted to appoint Anthony Martin for the term that ends in August 2024. Recorded vote on the motion:

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

**NO:** None

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

City Manager Randy Wheeler thanked the School Superintendent and Josh Montalvo for their assistance with the audio visual duties. The school system has been gracious enough to offer this service for future Council meetings. Mr. Wheeler also thanked Council for their vote on appropriating the funds that will help modernize the AV equipment.

#### **COUNCIL DIRECTIVES:**

Councilman Southall thanked the individuals that spoke during the audience for visitors and those at home for paying attention to their City government.

Vice Mayor Freeman thanked Public Works for the great job they did on the roadways by paving and striping and the Police Department for patrolling Browns Neck as well as they have.

Councilman Hux thanked Councilman Cannella for suggesting the improvements on the AV equipment. Councilman Hux also wanted to recognize Poquoson Masonic Lodge for providing our first responders and their family's breakfast on July 13<sup>th</sup>.

Councilman Green reminded everyone the Food Bank will be July 23<sup>rd</sup> and will be hosted by the American Legion.

Councilman Cannella reminded Council the Police Departments National Night Out is August 6<sup>th</sup> and encourages everyone to attend.

Mayor Hunt recognized Riggins Motor Co. for the 90 years in business.

**ADJOURNMENT:**

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

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

**NO:** None

The meeting was adjourned at approximately 8:17 p.m.

**MINUTES OF THE CITY COUNCIL MEETING**  
**July 22, 2019 6:00 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

J. Randall Wheeler, City Manager  
Evie Insley, City Clerk  
D. Wayne Moore, City Attorney

**ABSENT:** The Honorable Jana D. Andrews

Mayor Hunt opened the work session at approximately 6:02 p.m. in Council Chambers.

**1. Streetscape Improvement Discussion**

City Manager Randy Wheeler presented Council with a couple of streetscape improvement options that would utilize the funding that was appropriated in March 2019 by City Council in the amount of \$37,373.

The first option is a City Hall Clock that would have two sides and be placed at the entrance of City Hall Avenue. The total estimated project cost range is \$27,718.25 - \$34,218.25.

The second option is an Electronic Sign Concept that would be similar in size to the existing sign post on Victory Blvd. The sign is remotely programmed via desktop and phone app software and can scroll multiple messages and screens with graphics. The estimated project cost is \$54,415.70 with a five year lease to own program which provides the opportunity to spread the acquisition cost over a longer time period.

There is approximately \$18,000 that was raised for the Heritage Park Clock Project approximately 10 years ago which was later re-designated by City Council to support the Waterman's Memorial. These funds remain in the City's General Fund balance as restricted fund balance. Councilman Green advised Council that he has spoken to monument builders in Gloucester and in Suffolk and is expecting a quote within the week for a Waterman's Memorial Monument. The monument would have a granite top with rough sides will include the city seal and the names of the working watermen that lost their lives while working on the water. The proposed structure will be 5ft tall and 4ft wide with a base 12 inch thick and weight of 3,800 lbs. The Councilmembers present responded positively toward this idea pending the price quotes the end of July.

## **2. Sign Ordinance Discussion**

Wally Horton, Director of Community Development reminded Council that at the January 28, 2019 City Council meeting, Councilman Hux stated in the updated Comprehensive Plan there is a list of tasks to be completed, one of which is a revision to the City Sign Ordinance. He requested a consensus of City Council to recommend that the City Manager and Staff complete the review and revision of the sign ordinance to which Council affirmed the recommendation. City Manager Randy Wheeler advised Council there are a few fixes that need to be made to the ordinance and that City-owned property and all other properties would be separated into two ordinances.

Staff has begun an effort to address these concerns by separating the two sets of provisions; applying Appendix D to signs on properties out of public rights of way and by applying Chapter 6 to signage located in public rights of way.

The purpose of the Work Session is to get initial answers to the four questions below:

1. Whether temporary signs should be permitted in rights of way?
2. What the size limits should be?
3. What the list of prohibited intersections should be as well as distance requirements for the placement of signs from those intersections?
4. Whether there should be a ban on temporary signs in the rights of way in certain areas or zoning district?

After a brief discussion regarding the four questions, Council agreed that temporary signs should continue to be allowed in public rights of way. Councilman Cannella suggested that the size limits should be similar to some of our existing signs and four square feet seemed small. Councilman Hux agreed. Staff was tasked with coming up with a suggested size. Council agreed that a time frame for display not exceeding 30 days was appropriate.

Council indicated support of imposing a ban on any sign within 100 feet of the currently four banned intersections and also to include a ban at the intersection of Victory Boulevard and City Hall Avenue. Council also expressed support to ban temporary signs from the City limits on Victory Boulevard to the City sign post. Council did not indicate there should be a ban on temporary signs in the rights of way of specific zoning districts.

Councilman Cannella expressed concern about the language requiring staff involvement with yard sale permits. The language in the draft reflects our current practice and City Manager Wheeler indicated it does help staff identify properly permitted yard sale signs.

Mayor Hunt asked staff to draft the ordinance to move forward.

### **ADJOURNMENT:**

There being no further business, the work session was adjourned at approximately 6:50 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	<u>\$12,986</u>
<b>TOTAL</b>	<b><u>\$12,986</u></b>

**Expenditures:**

Transfer to Capital Project Fund	<u>\$12,986</u>
<b>TOTAL</b>	<b><u>\$12,986</u></b>

**CAPITAL PROJECT FUND**

**Revenues and Transfers:**

Transfer from General Fund	<u>\$12,986</u>
<b>TOTAL</b>	<b><u>\$12,986</u></b>

**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