

MINUTES OF THE CITY COUNCIL MEETING

April 25, 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 Charles M. Southall III
The Honorable David A. Hux
The Honorable Keith A. Feigh

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

ABSENT: The Honorable Jana D. Andrews

MEETING CALLED TO ORDER:

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

INVOCATION AND PLEDGE OF ALLEGIANCE:

Mayor Helsel 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 the Work Session and the Regular Session held April 11, 2022 as submitted. Recorded vote on the motion:

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

NO: None

PUBLIC HEARING:

1. Proposed FY2023 Annual Financial Plan and Tax Levies and Fees

Mayor Helsel opened the floor for Public Hearing. Having no one come forward the Public Hearing was closed.

No further action is required at this time.

OLD BUSINESS:

1. Sale of Publicly Owned Property Located on Poquoson Avenue identified as Tax Map Parcel # 20-1-36

City Manager, Randy Wheeler, reminded Council that at the City Council meeting on April 11, 2022 the City Clerk opened and read aloud the sealed bids that had been received for the sale of property on Poquoson Avenue. There was one bid from Extreme Builders which was a cash offer of \$75,000. City Council can move forward to authorize the sale, turn down the bid or table the Ordinance to a later date.

Councilman Green moved, seconded by Councilman Southall, an Ordinance of the City of Poquoson, Virginia Granting the Purchase of Publicly Owned Property Located at 1013 Poquoson Avenue. Recorded vote on the motion:

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

NO: None

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 receive grant funds for Fiscal Year 2022 from the Byrne Justice Assistance Grant Funding (JAG) awarding the Police Department \$2,232 from Fiscal Year 2020 funds. These funds will be used to acquire protective equipment to expand the Rape Aggression Defense (RAD) system of self-defense training.

Councilman Green moved, seconded by Vice Mayor Southall, an Ordinance Authorizing the City Manager to Accept the Byrne Justice Assistance Grant and Making Additional Appropriations for Fiscal Year 2022 for General Fund. Recorded vote on the motion:

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

NO: None

2. Approval of Standard Operating Procedure (SOP) for Board and Commission Appointments

City Manager, Randy Wheeler, reminded Council of the Work Session that was held March 14, 2022 to establish a Standard Operating Procedure (SOP) for Boards and Commission Appointments. He stated that the expectations of the applicants were discussed at length, so this was included not only in the SOP but also on the Board Bank Application. Mr. Wheeler has provided a final draft of the SOP and Board Bank Application for City Council consideration.

Councilman Feigh commented on the Interviews section of the SOP explained why interviews are done, to include access and to verify the qualifications a person articulates in their application or resume, see how applicants respond to questions similar to what may come before them on Board or

Commission, to learn traits of the applicant that can not be gained through a review of the resume, to allow the Council and the applicant to learn if they may be a right fit for the Board in question and to get all Council members on board with the appointment process. Councilman Feigh expressed that in person interviews should be held for School Board, Planning Commission and Economic Development Authority because those three are identified in the City Charter and an appointment to one of these Boards will require the applicant to complete and submit a Financial Disclosure Statement or Statement of Economic Interest. Similarly the actions of the School Board and the Economic Development Authority are part of the annual end of fiscal year audit. If they are required to provide the City with their personal financial information why would the Council not wish to interview them.

Vice Mayor Freeman agreed with Councilman Feigh but does not want to make interviews mandatory in all situations but optional depending on the need. He states putting a “may” instead of “shall” hold interviews gives that flexibility.

Councilman Southall agreed with Councilman Feigh and Vice Mayor Freeman and further stated that previously there may have only been one or two applicants for most Boards and wouldn’t need interviews. Mr. Southall does believe that interviews should be required for the School Board since it is such a significant position.

Councilman Green moved, seconded by Vice Mayor Freeman, to Approve the Standard Operating Procedure for Appointing Members to Boards and Commissions with the suggestion from Vice Mayor Freeman to change wording under the Interviews section so it will read The City Council shall hold interviews for the full term positions of School Board. And remove everything else until the final sentence, which should read The Council may also hold interviews for any other appointment as may be desired. Recorded vote on the motion:

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

NO: None

COMMENTS OF THE CITY MANAGER:

City Manager, Randy Wheeler, stated that the last of the currently planned “micro-parks” is under construction in front of Wendy’s. He also stated he attended the Bull Fest in the field between the Moore Building and the Post Office and it was a nice community event and it was nice to see so many merchants either participating there or by being open when they normally would not have been.

COUNCIL DIRECTIVES:

Councilman Hux took the opportunity to thank and recognize the hard-working staff behind the scenes of the City Council meetings that most people don’t get to see including Assistant City Manager, Tonya O’Connell, Assistant to the City Manager, Kim Healy, Executive Assistant, Christy Snapp and new Finance Director, Leigh Etheridge. He also thanked the IT Resource Department at the Poquoson City Public Schools, Alystra Barefoot, Jennifer Cannella, Kim Montalvo, Josh Montalvo, Mikel Thompson and Jason Erzen.

Councilman Green reminded everyone of the Food Bank, Tuesday, April 26th from 10 a.m. to noon and is hosted by Tabernacle United Methodist Church and St. Timothy’s Anglican Church.

Councilman Feigh stated that he attended the Easter Egg Hunt and was a great event and well attended. He also stated that the Parks and Recreation Department and Emmaus Baptist Church did a great job.

Councilman Southall seconded the comments already made and thanked the public for paying attention to the City government.

Vice Mayor Freeman agreed with Councilman Hux's comments about the City staff making it easy for Council to do their job.

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

NO: None

The meeting was adjourned at approximately 7:22 p.m.