

**MINUTES OF THE CITY COUNCIL MEETING**  
**December 8, 2025 7:00 P.M.**  
**REGULAR SESSION**

**PRESENT:** The Honorable David A. Hux, Mayor  
The Honorable Debra D. Bunting, Vice Mayor  
The Honorable Carey L. Freeman  
The Honorable Charles M. Southall III  
The Honorable Keith A. Feigh  
The Honorable Anjie L. Emmett  
The Honorable Jeanne D. Hubbard  
  
Randy Wheeler, City Manager  
Christina Snapp, City Clerk  
D. Wayne Moore, City Attorney

**ABSENT:** None

**MEETING CALLED TO ORDER:**

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

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

Mayor Hux rendered the invocation and lead the audience in the Pledge of Allegiance.

**AUDIENCE FOR VISITORS:**

Harold Quinn of 9 Oakmoore Drive, expressed his concern about access to Yorktown Road from Oakmoore Drive for a new development. He proposed an idea of a feeder road similar to Running Man in York County which would allow the following, spur roads to access, ensure no land owner to be landlocked, allow parks and playgrounds, and provide easy access to Victory Boulevard and Yorktown Road in the event of an emergency.

**APPROVAL OF THE MINUTES:**

Councilman Freeman moved, seconded by Councilman Southall, to adopt the minutes of the Work Session held November 10, 2025 as submitted. Recorded vote on the motion:

**YES:** Councilmembers Feigh, Southall, Freeman, Hubbard, Emmett, Vice Mayor Bunting and Mayor Hux  
**NO:** None

Councilman Freeman moved, seconded by Vice Mayor Bunting, to adopt the minutes of the Regular Session held November 10, 2025 as submitted. Recorded vote on the motion:

**YES:** Councilmembers Emmett, Hubbard, Feigh, Southall, Freeman, Vice Mayor Bunting and Mayor Hux

**NO:** None

**PUBLIC HEARING:**

**1. Amendments to the Fiscal Year 2026 Amended Budget**

**• Ordinance Making Additional Appropriations and Transfers for Fiscal Year 2026 in the General Fund and Capital Projects Funds**

Finance Director, Tara Woodruff reviewed the unassigned fund balance increase of \$1.3 million in the General Fund and 9 recommendations to use \$1.2 million of this balance. The 9 recommendations are:

1. Utilize \$360,000 to establish a reserve for the disabled veteran tax exemption program. The amount of tax exemptions has increased substantially and this would be available if needed during a future year.
2. Utilize \$180,000 to complete repairs at the Community Center which would include removing the chimney, painting, fixing the siding and floors.
3. Utilize \$175,000 for a replacement of a dump truck. This was previously approved in the CCIP however this would allow cash funding instead of debt.
4. Utilize \$170,000 for funds available for a North side of Victory property acquisition.
5. Utilize \$100,000 for Capital Projects Funds for facility maintenance repairs. Recently a facility condition study was completed on the Municipal and former Police Building. Based on this study, the former Police Building needs to be painted, new doors installed, windows and flooring installed. This study recommended that the Municipal Building to be demolished due to age and condition.
6. Utilize \$75,000 for Capital Projects Funds for a roof replacement at Fire Station 2 also part of the facility condition study and recommended to be replaced.
7. Utilize \$70,000 to replace information technology network equipment, which includes network switches, cables and fiber at City Hall, Parks and Recreation and Public Works.
8. Utilize \$50,000 for Capital Projects Funds for shoreline needs at Amory's Wharf. Recent storms have caused sand to be over washed and new clean beach sand along with new spartina alterniflora sprigs as needed planted in repaired areas.
9. Utilize \$20,000 for a local match for the Virginia Port Security Grant, which would be used to purchase a new boat for the Fire Department. This grant

provides 75% of the boat cost. This would allow the fire department to deploy much faster in the event of an emergency situation.

Councilwoman Hubbard questioned if there is a schedule of when the Municipal Building will be demolished.

Assistant City Manager, Tonya O'Connell, stated that if this ordinance is passed, the first step is to prepare department staff coming out of the Municipal Building going to their new location. Once everything is cleared from the building, the City will put the demolition out to bid.

Councilwoman Hubbard questioned recommendation #7 regarding replacing information technology network equipment for parks and recreation which is in the Municipal Building, would this recommendation apply to its new location.

Mrs. O'Connell stated it does assume the new location, but it assumes a location not only for the department, but for the use of the old Police Department because we have not determined what City department is going in that building.

Councilman Feigh questioned putting funds into the old Police Station if we don't know who is going into that building.

Mrs. O'Connell stated we do have some assumptions going in but we are still working with the departments to make sure we have all their needs identified before releasing that information. Clearly, we need to find space for Parks and Recreation. We had originally hoped to move the Voter Registrar over to the old Police Station but found out their needs would not be met in that building.

Councilwoman Emmett questioned with the Municipal Building coming down that some of those programs that are normally hosted in the Municipal Building may need to go into the Community Center which also needs structural upgrades.

Mrs. O'Connell stated we do have a few programs that do require the kitchen in the Municipal Building so part of the request for funding is for the Community Center to be fixed and have the programs over there safely and utilize the kitchen.

Councilman Feigh clarified that the Disabled Veteran Tax is a state tax program. He also questioned if the \$360,000 is the first, best guess for what we undoubtedly need as the years come ahead.

City Manager, Randy Wheeler, stated in the current year, our natural revenue growth, meaning not associated with tax increase or reassessment, was slightly less than \$810,000, of which the city had to subtract \$700,000 year-over-year adopted because of the increase in this program. This meant that our net natural revenue in the current fiscal year was \$109,000 at adoption. On the recent report from Treasurer, Steven Clarke, the exemption program has gone up by an

additional \$200,000 making a negative natural net revenue growth in a year, but we don't have any control over this curve. We think it's appropriate to have a reserve for a mid-year adjustment to be able to stick money in there to offset that cut. This reserve is not to get the City from year to year but keep the City healthy within a year.

Councilman Feigh questioned the \$34,000 that was put into the Community Center back in 2021 and what was done with it.

Mrs. O'Connell stated the whole \$34,000 was not used and \$17,000 will continue to carry forward to go towards that building. The repairs done in 2021 were for the HVAC, a couple repairs to the outside and to make sure the ADA ramp was properly accessible. The additional funds are for the roof, the siding, painting, taking the chimney down and fixing any structural issues.

Councilman Feigh questioned Amory's Wharf and the continuous need for funding.

Mrs. O'Connell stated that if we would have known about the recent strong storms, we would have delayed. This funding will put in clean sand and new spartina. We plan to work with our Public Work Park Maintenance group to maintain this location going forward.

Mr. Wheeler spoke about how Amory's Wharf reminds him of South Lawson soccer fields and how the City spent money to put good, clean athletic field quality dirt down there but before the grass could be completely rooted in, we had Nor 'Ida and it washed out and he had to ask Council for more money in that project. The living shoreline had not taken enough to withstand the storm that hit it. Mr. Wheeler also addressed the funding for a new Fire Boat explaining that after a canal fire in the City about a year and a half ago, we wished we had quicker capability to respond by water since the current Fire Boat is kept near the marinas. The new Fire Boat will stay on a trailer and allow us to deploy to other places like the canals quicker.

Mayor Hux elaborated on the 4<sup>th</sup> recommendation to utilize \$170,000 of the unassigned fund balance to have funds available for a North side of Victory Boulevard property acquisition. Earlier this year, City Council authorized the City Manager to make offers on parcels of property if/when they become available which would be at assessed value and that would expedite the process, make the process more efficient and timelier. The City Manager would be able to act on it or make an offer without coming directly back to council. If approved tonight, this \$170,000 would be in a contingency fund to where the City Manager would be authorized not only to make an offer but to actually make the sale as well. Sometimes when properties come up, you have to act quickly. Land purchased on the North side of Victory Boulevard would be purchased to use for the benefit of the greater good of the citizens of Poquoson. We are thinking along the lines of outdoor amenities such as parks, walking trails, along with preservation and conservation.

Mayor Hux opened the Public Hearing, having no speakers come forward the Public Hearing was closed.

Councilman Freeman moved, seconded by Councilman Feigh, to adopt an Ordinance Making Additional Appropriations and Transfers for Fiscal Year 2026 in the General Fund and Capital Projects Funds. Recorded vote on the motion:

**YES:** Councilmembers Southall, Freeman, Hubbard Feigh, Emmett, Vice Mayor Bunting and Mayor Hux

**NO:** None

- **Ordinance Making Additional Appropriations for Fiscal Year 2026 in the General Fund and Capital Projects Fund (Poquoson City Public Schools)**

Poquoson City Public Schools Superintendent, Arty Tillett, reviewed a request for carryover funds of \$1.6 million that were accrued through the previous year. Most of these funds come from vacancy savings, since that is a majority of the budget. The carryover funds would be reallocated to other projects most of which are approved in the Capital Improvement Plan. Majority of the funds will go towards next year's CIP projects including:

1. High school tennis court resurfacing.
2. Middle school gym air conditioning.
3. \$271,000 for the high school fire alarm system.
4. Text book and resource adoptions.
5. \$46,945 for replacement of hot water heater at the High school.
6. \$25,000 for replacement of the basketball hoops at the High school.

Councilman Feigh assumed that the missing staff members workload is being performed by other faculty and staff. He thanked those who were doing the extra work. He also assumed that we are currently filling those vacancies and questioned if we do fill those vacancies will we not be able to tap the financial windfall we get at the end of the year.

Mr. Tillett stated it is, they are close to fully staffed with a couple of speech and language position which is a hard position to find staff members for. They have been advertised for some time and they are currently using contract labor services for those services. They do not expect to see these carryover funds moving forward because they are fully staffed.

Mr. Tillett thanked City Council for their work in the last budget cycle to approve the compensation study salary adjustments which have made a great difference in the schools recruiting efforts.

Councilwoman Hubbard questioned what items are coming forward this year since these funds are potentially available, that means the school will not be asking for that money next year.

Mr. Tillett stated they do not anticipate asking for any of these things next year, the items listed are all one-time expenditures.

Councilwoman Hubbard clarified her question stating she was hoping that some of the items were items that were docked for next year and now they are being pulled forward that may mean the City has less of a request.

Mr. Tillett stated yes, these come off of the CIP which is a 5-year plan except for the unexpected items with a larger ticket price that the maintenance operation costs doesn't cover. Essentially paying it forward with money saved from this year.

Mayor Hux opened the Public Hearing, having no speakers come forward the Public Hearing was closed.

Councilman Feigh moved, seconded by Councilman Freeman, to adopt an Ordinance Making Additional Appropriations for Fiscal Year 2026 in the General Fund and Capital Projects Fund (Poquoson City Public Schools). Recorded vote on the motion:

**YES:** Councilmembers Hubbard, Southall, Freeman, Emmett, Feigh, Vice Mayor Bunting and Mayor Hux

**NO:** None

**NEW BUSINESS:**

**1. Ordinance to Amend the Chapter 14 of the Code of the City of Poquoson, Virginia, by Amending Division III, Section 14-141 – Dangerous and Vicious Dogs**

City Attorney, Wayne Moore, spoke of a recent incident of a potential vicious dog and how the City ordinances had not been brought up to date with some recent changes through the State ordinance. This ordinance does not add anything, it keeps the City up to date with the State ordinance.

Councilwoman Hubbard wanted to clarify that this ordinance brought the City up to State level and this ordinance is not breed specific. Mr. Moore stated that is correct.

Councilman Freeman moved, seconded by Councilwoman Emmett, to adopt an Ordinance to Amend the Chapter 14 of the Code of the City of Poquoson, Virginia, by Amending Division 3, Section 14-141 – Dangerous and Vicious Dogs. Recorded vote on the motion:

**YES:** Councilmembers Freeman, Emmett, Southall, Feigh, Hubbard, Vice Mayor Bunting and Mayor Hux

**NO:** None

**2. Resolution Making Appointments to the Hampton Roads Planning District Commission (HRPDC), Hampton Roads Transportation Planning Organization (HRTPO) and Eastern Virginia Regional Industrial Facility (EVRIFA)**

Councilman Freeman moved, seconded by Councilman Southall, to adopt a Resolution Making Appointments to the Hampton Roads Planning District Commission (HRPDC) with the name

Jeanne Hubbard inserted with a term expiring December 31, 2026, Hampton Roads Transportation Planning Organization (HRTPO) appointing David Hux as alternate and Anjie Emmett as primary with terms expiring December 31, 2026 and Eastern Virginia Regional Industrial Facility (EVRIFA) appointing David Hux as alternate and Debbie Bunting as primary with terms expiring January 31, 2027. Recorded vote on the motion:

**YES:** Councilmembers Feigh, Emmett, Freeman, Southall, Hubbard, Vice Mayor Bunting and Mayor Hux

**NO:** None

**3. Resolution Closing City Offices on January 2, 2026 in Observance of the New Year's Holiday**

Councilman Freeman moved, seconded by Councilwoman Emmett, to adopt a Resolution Closing City Offices on January 2, 2026 in Observance of the New Year's Holiday. Recorded vote on the motion:

**YES:** Councilmembers Emmett, Hubbard, Feigh, Southall, Freeman, Vice Mayor Bunting and Mayor Hux

**NO:** None

**COMMENTS OF THE CITY MANAGER:**

City Manager, Randy Wheeler, informed everyone about the traffic signal pole replacement that will occur the week of December 15<sup>th</sup> weather permitting. Work will begin on Monday and into Tuesday from 9am-3:30pm. At this time, there will be one lane closure. Mr. Wheeler expressed sadness and appreciation that Finance Director, Tara Woodruff has given her resignation effective at the end of this month. We wish her the best as Finance Director in Gloucester County Public Schools. Lastly, the Christmas Tree lighting and Frosty Festival were awesome.

**COUNCIL DIRECTIVES:**

Councilwoman Emmett encouraged everyone to sign up for the email distribution list and to tell your friends, and neighbors about it to get information that is of interest. This email tells things about this upcoming construction, closures, recycling, recycling bins. She also referenced Public Information Officer, Jessica for being on the ball putting information out there. She also stated that Tara Woodruff will be very missed.

Councilman Feigh spoke of the Library Advisory Board where Jessica Harley reported a 23% increase of visits to the library last year, 31% increase in the number of Library cards distributed, a decrease in DVDs and CDs and an increase in Library website usage, mainly to make appointments for use of the conference rooms and passport appointments. He attended the Virginia Peninsula Community College Board meeting, which was set up by Mary Sandy, that was held at the Elementary School last Wednesday. He gave kudos to the Poquoson Football

team for a great job this year. He reminded everyone of the Poquoson Mobile Food Pantry distribution this Thursday, December 11<sup>th</sup>.

Mayor Hux asked Councilman Feigh what Mary Sandy's role for the public is. Councilman Feigh stated the Mary Sandy is the board member for Virginia Peninsula Community College that represents all of Poquoson.

Councilman Southall thanked everyone that came out and those who watched the meeting on TV for paying attention to their City government and invited everyone to apply to the various boards and commissions. He also thanked Mr. Quinn for personally coming out to the meeting and making a presentation to council.

Councilwoman Hubbard stated we are entering the best season for unity and family. She stated that Poquoson does a great job at kicking that off with the Frosty Festival, Memory Tree Lighting, and the parade. She encouraged everyone to go out and enjoy our school concerts and enjoy our young people as they share their gifts. She noted that the Virginia Choral Society concert is this coming weekend. She did not have the dates for the school concerts but believes it is on the school's website.

Mr. Wheeler indicated that the Superintendent is able to answer for Council as it relates to dates.

PCPS Superintendent, Arty Tillett added that the information is on the school's webpage and that each school sends out a weekly newsletter with a lot of information on that.

Councilman Freeman wished everyone a Merry Christmas.

Vice Mayor Bunting thanked Tara Woodruff for her work with the City and the school system and wished her the best. She stated that we are in the best time of the year and there are a lot of things going on at our local churches as well as the schools. She also wanted to wish everyone Merry Christmas and hoped everyone gets quality time with their family and wished everyone for a Happy New Year as well.

Mayor Hux thanked Alystra Barefoot from IT for her help.

#### **CLOSED SESSION:**

- **Closed Session Pursuant to Section 2.2-3711(A)(8) of the Code of Virginia (1950), as Amended, to consult with the City Attorney on a specific legal matter**

Councilman Freeman moved, seconded by Councilwoman Hubbard, to go into Closed Session Pursuant to Section 2.2-3711(A)(8) of the Code of Virginia (1950) as Amended, to consult with the City Attorney on a specific legal matter. Recorded vote on the motion:

**YES:** Councilmembers Southall, Hubbard, Feigh, Emmett, Vice Mayor Bunting and Mayor Hux

**NO:** None

## **RECONVENEMENT AND CERTIFICATION:**

Upon reconvening from Closed Session, Councilman Southall moved, seconded by Councilwoman Hubbard, to adopt a resolution certifying that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed during the Closed Session. Recorded vote on the motion:

**YES:** Councilmembers Hubbard, Southall, Freeman, Emmett, Feigh, Vice Mayor Bunting and Mayor Hux

**NO:** None

## **ADJOURNMENT:**

There being no further business, Councilman Freeman moved, seconded by Vice Mayor Bunting to adjourn the meeting. Recorded vote on the motion:

**YES:** Councilmembers Southall, Freeman, Hubbard, Feigh, Emmett, Vice Mayor Bunting and Mayor Hux

**NO:** None

The meeting was adjourned at approximately 8:18 p.m.