

**MINUTES OF THE CITY COUNCIL MEETING  
JUNE 27, 2016, 7:00 P.M.  
REGULAR SESSION**

**PRESENT:** The Honorable W. Eugene Hunt, Jr., Mayor  
The Honorable Carey L. Freeman, Vice Mayor  
The Honorable Traci-Dale Crawford  
The Honorable Charles M. Southall III  
The Honorable Herbert R. Green, Jr.  
The Honorable Raymond D. Vernall  
The Honorable Henry W. Ayer III

J. Randall Wheeler, City Manager  
Judy F. Wiggins, Assistant City Manager/City Clerk  
D. Wayne Moore, City Attorney

**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:**

*Bay Star Home*

Mayor Hunt presented a Bay Star Home flag to Ms. Amanda Philbeck and commended her for making positive adjustments to her home and yard to improve the environment and help clean our waterways.

*Introduction of Interns*

The City Manager, J. Randall Wheeler, introduced the City's summer interns, William Ziglar, who works in the Economic Development office and Kyle Cherry, who works in various administrative capacities. On behalf of Council, Mayor Hunt welcomed them to the City.

*Davenport & Company – Bond Rating & Refunding Results*

Mr. James Sanderson of Davenport & Company, the City's Financial Advisor, made a brief presentation on the results of the 2016 General Obligation (GO) Bonds competitive sale during which he highlighted the following information:

- That over the past few months it was determined that the City could save money, due to lower interest rates, by refinancing the City's 2010 General Obligation Bonds and the 2011B General Obligation Bond, and borrow a modest amount of New Money to fund miscellaneous City capital projects;
- That, subsequent to Council approval, Davenport & Company and City staff took the necessary actions to successfully issue the City's 2016 General Obligation and Refunding Bonds;
- That the City recently met with Moody's, which resulted in the City's credit rating being upgraded from Aa3 to Aa2, and Standard & Poor's, which affirmed the City's current AAA rating;
- That Moody's credit upgrade was based upon the City's ability to maintain structurally balanced operations, to increase its fiscal reserves and utilize conservative management practices, and to continue improvements in the utility fund performance by eliminating the need for General Fund support;
- That the interest rate of the Callable Refunding Candidates was 4.36%;
- That 9 firms submitted a bid to buy the bonds; however, the bid with the lowest true interest cost, that of Janney Montgomery Scott LLC, was awarded the sale of the 2016 bonds;
- That through refinancing the 2010 and 2011B GO Bonds, the City saved over \$1.4 million in cash-flow debt service;
- That the average interest rate of the Refunding Candidates was reduced to a new aggregate all-in True Interest Cost of approximately 1.80%; and
- That the savings achieved on the Refunding Candidates allowed the City to issue \$60,000 in funding for New Money Projects while still decreasing the overall tax-supported debt service.

### *City Marketing Update*

Ms. Charity Gavaza, Economic Development Coordinator, briefly updated City Council on business growth and development in the City for FY 2016 which included the following:

- An overview of the ribbon cutting ceremonies that had been held for new businesses since July 1, 2015.
- Information on the Virginia Tourism Corporation Loveworks grant for which the City may apply.
- An update on the EnjoyVA.com mobile phone app.
- An explanation of how the City's ED student intern, Will Ziglar, had assisted with the most recent marketing initiatives.

### **AUDIENCE FOR VISITORS:**

There were no speakers.

**APPROVAL OF THE MINUTES:**

Councilman Green moved, seconded by Councilman Ayer, to adopt the minutes of the regular session held May 23, 2016 as submitted. Recorded vote on the motion:

**YES:** Councilmembers Crawford, Ayer, Southall, Freeman, Vernall, Green and Mayor Hunt.

**NO:** None.

**PUBLIC HEARING:**

**1. FOUNTAINS OF POQUOSON MODIFICATION OF CONDITIONAL USE PERMIT**

The Planner, Kevin Wyne, stated that the Fountains of Poquoson, LLC was requesting an amendment to its existing Conditional Use Permit, issued on May 14, 2012, for an extension to allow for additional construction time in which to complete its mixed-use development on property located at 200 Fountains Lane. Specifically, he pointed out that the applicant had not specified how much additional time would be needed to complete the project; however, the Planning Commission at its June 20, 2016 meeting recommended approval of the request, by a vote of 7-0, to extend the completion date to June 27, 2019.

Mayor Hunt opened the public hearing; however, since no one spoke the public hearing was closed.

A resolution approving the requested Conditional Use Permit amendment with the completion date extended to June 27, 2019 was presented for Council's consideration and Councilman Green moved, seconded by Councilman Vernall, that it be adopted.

Recorded vote on the motion:

**YES:** Councilmembers Green, Vernall, Ayer, Southall, Crawford, Freeman and Mayor Hunt.

**NO:** None.

**NEW BUSINESS:**

**1. RESOLUTION MAKING APPOINTMENTS TO THE WORKFORCE DEVELOPMENT CONSORTIUM AND LIBRARY ADVISORY BOARD**

A resolution making appointments to the Workforce Development Consortium and the Library Advisory Board was presented for Council's consideration. Councilman Vernall moved, seconded by Councilman Southall, to reappoint Councilman Green to the

Workforce Development Consortium and to insert his name in the resolution, and to postpone the appointment to the Library Advisory Board. Recorded vote on the motion:

**YES:** Councilmembers Southall, Freeman, Vernall, Green, Ayer, Crawford and Mayor Hunt.

**NO:** None.

## **2. RESOLUTION ADOPTING THE PURCHASING MANUAL AND APPENDIX**

The Finance Director, Theresa Owens, stated that the City's Purchasing Manual was adopted in May 1999; however, it had been revised four times since that date. She pointed out that due to various changes made to the Virginia Public Procurement Act and the need to revise and/or expand the City's standard operating procedures, the City's Purchasing Manual had been revised accordingly. She stated that most noteworthy of the proposed changes is the limits of authority for purchasing goods and services.

A resolution adopting revisions to the City's Purchasing Procedures Manual was presented for Council's consideration and Councilman Green moved, seconded by Vice Mayor Freeman, that it be adopted. Recorded vote on the motion:

**YES:** Councilmembers Ayer, Crawford, Green, Freeman, Southall, Vernall and Mayor Hunt.

**NO:** None.

## **3. RESOLUTION APPROVING THE ADDITION OF A STUDENT REPRESENTATIVE TO THE PARKS & RECREATION ADVISORY BOARD**

Mr. William Ziglar, Parks & Recreation Advisory Board member, stated that the Board was seeking approval of Council for the appointment of a student representative. He stated that the Board, after much consideration, was requesting that Poquoson High School student, Martha Chiappazzi be appointed.

In response to Council queries, the Assistant City Manager/City Clerk, Judy F. Wiggins explained that the Parks & Recreation Advisory Board Bylaws state that the Board may recommend a representative(s); however, all appointments require City Council approval. In conclusion, Mayor Hunt suggested that the Parks & Recreation Advisory Board amend its Bylaws to allow the Board to make this appointment without Council approval.

A resolution appointing a student representative to the Parks & Recreation Advisory Board was presented for consideration and Councilman Green moved, seconded by Vice Mayor Freeman, to appoint Martha Chiappazzi to the Board and to adopt the resolution with her name inserted. Recorded vote on the motion:

**YES:** Councilmembers Crawford, Ayer, Southall, Freeman, Vernall, Green and Mayor Hunt.

**NO:** None.

#### **4. RESOLUTION DESIGNATING FOIA OFFICER(S)**

The City Manager stated that legislation passed during the 2016 General Assembly session requires all cities, towns and counties with a population of more than 250 to designate and identify a local FOIA (Freedom of Information Act) officer(s). He explained that this officer(s) would be responsible for appropriately responding to the FOIA requests received by the City.

A resolution designating FOIA Officer(s) was presented for Council's consideration and Councilman Green moved, seconded by Councilman Ayer, that Judy F. Wiggins (City Clerk), Victoria H. Diggs (Deputy City Clerk) and Clifford Bowen (Police Chief) be appointed as the City's FOIA Officers and to adopt the resolution with their names inserted. Recorded vote on the motion:

**YES:** Councilmembers Green, Vernall, Ayer, Southall, Crawford, Freeman and Mayor Hunt.

**NO:** None.

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

The City Manager stated that the City anticipates a new business moving into the former Briar Patch Tea Room, west of the Wells Fargo Bank. He clarified that the Commissioner of the Revenue and the City Treasurer remain responsible for fulfilling their respective FOIA requests.

#### **COUNCIL DIRECTIVES:**

Councilman Vernall requested that the weekly Fire Department calls for service be added to Council's Weekly Report.

Councilman Green reminded everyone that the City's local Foodbank distribution would be held on Tuesday, June 28<sup>th</sup> from 10 a.m. to 1 p.m. at which time the Poquoson Lions Club members would be assisting.

Councilman Ayer thanked all who had spoken at the meeting and welcomed interns, Kyle Cherry and Will Ziglar.

Councilman Southall congratulated Ms. Amanda Philbeck on receiving the Bay Star Home flag and welcomed the City's interns. He pointed out that the resident who had requested an oyster aquaculture permit to locate cages in the Poquoson River had requested a new permit location and he encouraged residents who had concerns regarding this matter to contact Virginia Marine Resources Commission (VMRC).

In response to a Council query, the City Manager stated that we would contact VMRC to find out if the new permit location would be advertised.

Councilwoman Crawford thanked everyone who was in attendance. She stated that the City has a strong partnership with Davenport & Company and that they and City staff have worked hard to make our City fiscally strong. She welcomed Martha Chiappazzi to the Parks & Recreation Advisory Board.

Mayor Hunt commended NASA on its upcoming 40<sup>th</sup> Anniversary Celebration of the Viking project and its 100<sup>th</sup> year of being in existence, and encouraged citizens to join in this celebration. He stated that several Councilmembers had received phone calls relative to health benefits for retiring City employees and that the City is taking a calculated approach on this issue to ensure that the right decision(s) is made for the City and its staff.

**CLOSED SESSION:**

Councilman Green moved, seconded by Councilman Ayer, to go into Closed Session pursuant to Section 2.2-3711(A)(1) of the Code of Virginia (1950), as amended to discuss personnel matters; i.e. School Board Candidate Interviews. Recorded vote on the motion:

**YES:** Councilmembers Ayer, Crawford, Green, Freeman, Southall, Vernall and Mayor Hunt.

**NO:** None.

**RECONVENEMENT:**

Upon reconvening from Closed Session, Councilman Green moved, seconded by Councilman Ayer, to adopt a resolution certifying that only School Board interviews were held and discussed during the Closed Session. Recorded vote on the motion:

**YES:** Councilmembers Southall, Freeman, Vernall, Green, Ayer, Crawford and Mayor Hunt.

**NO:** None.

**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 Green, Vernall, Ayer, Southall, Crawford, Freeman and Mayor Hunt.

**NO:** None.

The meeting was adjourned at approximately 8:55 p.m.