

**CITY OF COLONIAL HEIGHTS, VIRGINIA  
Regular Meeting of City Council  
Tuesday, November 12, 2019**

**1. Call to Order**

**The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:16 P.M.**

**2. Roll Call**

**The following members of Council and Council's staff were present for roll call by the Clerk:**

**Present:** Councilman Michael A. Cherry  
Councilman John E. Piotrowski  
Councilman John T. Wood  
Vice Mayor Elizabeth G. Luck  
Mayor T. Gregory Kochuba

**Absent:** Councilman Kenneth B. Frenier  
Councilman W. Joe Green, Jr.

**Also Present:** Mr. Douglas E. Smith, City Manager  
Mr. Hugh P. Fisher, III, City Attorney  
Mrs. Pamela B. Wallace, City Clerk

**3. Devotion**

**A devotional prayer was led by Mrs. Luck.**

**4. Pledge of Allegiance**

**The Pledge of Allegiance was led by Mayor Kochuba.**

**5. Adoption of Agenda**

**A motion was made by Mayor Kochuba, seconded by Mr. Piotrowski, to adopt the agenda as presented.**

**Vote: 5-0  
Yes: Cherry  
Piotrowski  
Wood  
Luck  
Kochuba**

**Regular Meeting Minutes**

**November 12, 2019**

**Page 2**

**No: None**  
**Absent: Frenier**  
**Green, Jr.**  
**Abstained: None**

**Motion: UNANIMOUS PASS**

**6. Declarations of Personal Interest**

There were none.

**7. Commendations and Presentations**

**A. New Employee Promotion Recognitions**

**Introduction of Employees hired by the Fire and EMS Department, Police Department, Public Works Department, and Recreation & Parks Department.**

**Fire & EMS**

**Elaine Bridgeman – Communications Officer**

**Lisa Hartsell – Communications Officer**

**Erika Moorman – Communications Officer**

**Police**

**Brandon Cherry – Police Officer**

**Brian Orange – Police Officer**

**Erik Reedy – Police Officer**

**Public Works**

**Chase Rigby – Public Works Technician**

**Matthew Ryan – Public Works Technician**

**Recreation and Parks**

**Devin Robinson – Recreation Specialist II**

**Deonte Tucker – Facilities/Groundskeeper I**

**Before continuing to the next item, Mayor Kochuba recognized and welcomed Dr. Wayne Browder of the School Board.**

**B. Presentation of the Quarterly Financial Report for the First Quarter FY 2020**

**Mrs. Minor provided the City's Quarterly Financial Report highlighting the Sales Tax and Cigarette Tax. Mrs. Minor stated revenue from both looked**

**Regular Meeting Minutes**

**November 12, 2019**

**Page 3**

healthy, although there had been a slight dip in revenue from the sales tax; however, revenue from the cigarette tax was greater than anticipated, which would cover deficiencies in the sales tax. Additionally, Mrs. Minor stated collections in 2019 were looking good and she anticipated the trend would continue.

Mrs. Minor continued to provide comments relative to the Quarterly Financial Report and addressed questions presented by Mrs. Luck and Mr. Wood. Mayor Kochuba asked that Mrs. Minor provided Council with a more detailed presentation of the sales, meals, and lodging taxes.

**8. Reading of Manner of Addressing Council.**

Mr. Fisher read the Manner of Addressing Council.

**9. Written Petitions and Communications**

- A. Ms. Kathy Harris-Temple, 613 Hamilton Avenue – Requests to address Council regarding the conditions at Cal's on the Boulevard.

Prior to the Council meeting, Ms. Harris-Temple called to remove her name from the agenda.

**10. Advertised Public Hearing**

- A. **AN ORDINANCE NO 19-22**  
(First Reading) To grant a special use permit, with conditions, to the Colonial Heights School Board to upgrade existing signage to allow for a 16 square foot internally illuminated sign and a 17.9 square foot electronic message board on the existing freestanding sign structure at Tussing Elementary School, 5501 Conduit Road.

A motion was made by Mr. Cherry, seconded by Luck, to adopt Ordinance No. 19-22.

Ms. Hall made a presentation to Council, which depicted the location of the sign and advising that internally illuminated signs were not allowed in a residential area, thus the application for a special use permit. Ms. Hall recalled current locations within a residential area previously approved for internally illuminated signs.

**Regular Meeting Minutes**

**November 12, 2019**

**Page 4**

**Council Comment:**

**Mr. Piotrowski expressed his concerns relative to the illumination of the sign and its affect to adjacent homeowners.**

**Ms. Hall advised the Planning Commission unanimously approved this request. Mr. Cherry noted that the sign would be funded from PTO funds and not school funds.**

**There were no public comments.**

**Vote: 5-0**  
**Yes: Cherry**  
**Piotrowski**  
**Wood**  
**Luck**  
**Kochuba**  
**No: None**  
**Absent: Frenier**  
**Green, Jr.**  
**Abstained: None**

**Motion: UNANIMOUS PASS**

**B. AN ORDINANCE NO 19-24**  
**(First Reading) Adding Article IV to Chapter 273, Vehicles and Traffic, of the Colonial Heights City Code to regulate electric personal assistive mobility devices, electric power-assisted bicycles, motorized skateboards, and motorized scooters.**

**A motion was made by Mr. Cherry, seconded by Mr. Piotrowski, to adopt Ordinance No. 19-24.**

**Mr. Fisher noted that should the City desire to regulate any operator that leases or rents these types of devices to the public, an ordinance must be in place by the end of the year.**

**Mayor Kochuba stated that he did not feel the City of Colonial Heights was conducive to these types of devices; however, an ordinance needs to be in place by the end of the year.**

**Public Comment:**

**Regular Meeting Minutes**

**November 12, 2019**

**Page 5**

**Raymond Crowder, 212 Marvin Avenue – Asked for clarification as to the type of motorized vehicle.**

**After description by Mr. Crowder as to the type of motorized vehicle he rode, Mayor Kochuba stated this ordinance did not pertain to him; however, Mr. Fisher did clarify that Mr. Crowder must follow the usual regulations applicable to motor vehicles when within the right-of-way.**

**Council Comment:**

**Mr. Wood felt it was important to regulate such vehicles, which could pose as a hindrance to others.**

**Vote: 5-0**  
**Yes: Cherry**  
**Piotrowski**  
**Wood**  
**Luck**  
**Kochuba**  
**No: None**  
**Absent: Frenier**  
**Green, Jr.**  
**Abstained: None**

**Motion: UNANIMOUS PASS**

**11. Hearing of Citizens Generally on Non-Agenda Items**

**There were none.**

**12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in accordance with the Consent Agenda.**

**A. AN ORDINANCE NO 19-25**  
**(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that includes adding a new Deputy Chief of Police – Major position and corresponding job description**

**B. AN ORDINANCE NO 19-FIN-19**  
**(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, to increase appropriations in the aggregate amount of \$39,345, which consists of 1) \$7,762 in insurance recoveries and \$29,238 in asset forfeiture funds for the replacement of a police vehicle**

**Regular Meeting Minutes**

**November 12, 2019**

**Page 6**

and 2) \$2,345 in a Virginia Risk Sharing Association Grant for the Police Department to be used for combat tourniquets and tourniquet cases.

- C. June 20, 2017 special Meeting Minutes**
- D. July 18, 2017 Special Meeting Minutes**
- E. October 8, 2019 Regular Meeting Minutes**

**A motion was made by Mrs. Luck, seconded by Mr. Cherry, to approve the Consent Agenda as presented.**

**Vote: 5-0**  
**Yes: Cherry**

**Piotrowski**  
**Wood**  
**Luck**  
**Kochuba**

**No: None**  
**Frenier**

**Absent: Green, Jr.**

**Abstained: None**

**Motion: UNANIMOUS PASS**

**13. Introduction and Consideration of Ordinances and Resolutions**

- A. AN ORDINANCE NO 19-FIN-20**  
**(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$292,009, which consists of: 1) \$3,602 in Byrne JAG Grant funds for police equipment; 2) \$100,000 from assigned fund balance for equipment on the new Fire Department Ladder Truck; and 3) \$188,407 in anticipated SAFER grant funds and transfer \$107,965 from contingency for the Fire Department in the current fiscal year.**

**To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by appropriating \$45,927, which consists of: 1) \$47,665 transferred from development projects to technology projects for the replacement of video equipment in Council Chambers and**

**Regular Meeting Minutes**

**November 12, 2019**

**Page 7**

mobile data computers in public safety vehicles; 2) \$33,904 transferred from the facilities master plan and \$20,169 transferred from the redevelopment project to the Violet Bank Restoration Phase I Project; 3) to reduce anticipated Cameron Foundation Grant funds from \$98,561 to \$43,715 and appropriate \$773 in interest earnings from the Violet Bank restoration Phase I project; and 4) \$100,000 transfer from the general fund assigned fund balance to the fire apparatus project for equipment for the new ladder truck.

A motion was made by Mayor Kochuba, seconded by Mrs. Luck, to adopt Ordinance No. 19-FIN-20.

Mrs. Minor further explained the appropriations and addressed Mayor Kochuba's specific question relative to the funding source of the \$100,000 for the fire apparatus by stating funding was coming as a result of savings from operations since the end of FY2019.

Additionally, Mayor Kochuba and Mr. Piotrowski questioned the \$100,000 for additional equipment for the ladder truck. Mrs. Minor stated it was an oversight, and the rationale that it would be funded "in-house" if necessary. Continuing, Mrs. Minor provided the equipment needs as questioned by Mr. Piotrowski.

Fire staff provided information to address Mr. Piotrowski's question as to why equipment from the old ladder truck could not be transferred to the new truck.

Continuing, both Mrs. Minor and Mr. Smith provided comments relative to appropriations in the Capital Projects Fund Budget specifically noting the need for the equipment in the Council Chambers and the mobile data computers for public safety vehicles.

**Vote: 5-0**  
**Yes: Cherry**  
**Piotrowski**  
**Wood**  
**Luck**  
**Kochuba**  
**No: None**  
**Absent: Frenier**  
**Greene, Jr.**  
**Abstained: None**

**Motion: UNANIMOUS PASS**

**14. Unfinished Business, Contested Ordinances and Resolutions, And Items Removed From the Consent Agenda.**

There was none.

**15. Reports of Officers and Documents Related Thereto.**

**A. City Manager**

**1. General Activity Report**

Mr. Smith provided Council with a copy of the dates of interest noting the joint meeting with the School Board scheduled for Tuesday, November 19, at 4:00 P.M., at the Colonial Heights Tech Center; this would be in conjunction with the Council work session. Continuing, Mr. Smith reported on the upcoming Christmas festivities; specifically the Christmas Parade.

Mr. Smith advised that Mr. Slakak would attend the December Regular Meeting to provide updates on the new baseball team and enhancements to Shepard Stadium.

**B. City Attorney**

Mr. Fisher addressed a question previously posed by Mayor Kochuba relative to the cancellation of a regular meeting due to inclement weather. Mr. Fisher provided language in the City Charter addressing such an occurrence.

**C. Director of Planning and Community Development**

Ms. Hall advised the Planning Commission would meet in December at which time they would finalize review of the Comprehensive Plan. Additionally, Ms. Hall advised Planning Commission did meet in November and acted on the following:

- **Ordinance No. 19-26 and Ordinance No. 19-27 – These were paired ordinances for land use and zoning for the rezoning of Pickwick and Danville – Recommended for Council’s consideration and approval.**
- **Ordinance No. 19-23 – Allowing for chickens in residential areas – Not recommended.**
- **Ordinance No. 19-28 – Allowing for Donation Bins – Recommended for Council’s consideration and approval.**

**Regular Meeting Minutes**

**November 12, 2019**

**Page 9**

- **Site Plan Approval (PD 19-4) - Approving the location of Boot Barn on Conduit Road.**

**Addressing Mr. Piotrowski's question relative to the length of time donation bins will be allowed to remain on a property before being removed, Mr. Fisher stated he would need to research before answering.**

**16. Adjournment**

**There being no further business, a motion was made by Mayor Kochuba, seconded by Mr. Cherry, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 8:31 P.M.**

**Mayor Kochuba reminded Council of the work session scheduled for 6:00 P.M., Tuesday, November 19, and the joint meeting with the School Board prior to the work session beginning at 4:00 P.M., at the Colonial Heights Technical Center.**

**APPROVED:**

---

**T. Gregory Kochuba, Mayor**

**ATTEST:**

---

**Pamela B. Wallace, City Clerk**