

**CITY OF COLONIAL HEIGHTS, VIRGINIA  
Regular Meeting of City Council  
Tuesday, January 12, 2021**

**1. Call to Order**

**The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:00 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  
Councilwoman Dr. Laura F. Poe  
Councilman Robert W. Wade  
Councilman John T. Wood  
Vice Mayor Elizabeth G. Luck  
Mayor T. Gregory Kochuba

**Absent:** None

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

**3. Devotion**

**A devotional prayer was led by Mayor Kochuba.**

**4. Pledge of Allegiance**

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

**5. Adoption of Agenda**

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

**Vote: 7-0  
Yes: Cherry  
Piotrowski  
Poe  
Wade**

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**Wood**  
**Luck**  
**Kochuba**  
**No: None**  
**Absent: None**  
**Abstained: None**

**Motion: UNANIMOUS PASS**

**6. Declarations of Personal Interest**

**A declaration was read by Dr. Poe and filed with the Clerk.**

**7. Commendations and Presentations**

**There were none.**

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

**Mr. Fisher read the Manner of Addressing Council.**

**9. Written Petitions and Communications**

**A. Request for a Special Use Permit allowing for an additional companion animal at 155 Chesterfield Avenue.**

**After brief discussion of the request and remarks by the applicant, Mr. Chuck Barnes, Council unanimously approved the request.**

**Vote: 7-0**  
**Yes: Cherry**  
**Piotrowski**  
**Poe**  
**Wade**  
**Wood**  
**Luck**  
**Kochuba**  
**No: None**  
**Absent: None**  
**Abstained: None**

**Motion: UNANIMOUS PAS**

**10. Advertised Public Hearing**

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- A. AN ORDINANCE NO 20-32**  
*(Second Reading)* To approve a revised General Pay Plan Class and Salary Range that increases by 2.5% the range of each grade for full-time employees.

A motion was made by Mr. Piotrowski, seconded by Mrs. Luck, to adopt Ordinance No. 20-32.

There were no comments from Council or the public.

**Vote:** 7-0  
**Yes:** Cherry  
Piotrowski  
Poe  
Wade  
Wood  
Luck  
Kochuba  
**No:** None  
**Absent:** None  
**Abstained:** None

**Motion: UNANIMOUS PASS**

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

Judge Bonnie Davis, 3242 Jersey Court – Judge Davis wished to introduce herself and welcome the new Council members, as well as make them aware of the efforts of the Citizens for a Cleaner City. Judge Davis provided an overview of the CCC group and their efforts over the years to promote the improvement of the overall appearance of the City.

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

- A. AN ORDINANCE NO. 21-FIN-22**  
*(Second Reading)* To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$45,000 consisting of 1) \$25,000 in unassigned fund balance for information technologies projects; and 2) \$20,000 of restricted asset forfeiture funds for police vehicles.

**B. January 4, 2021 Organizational Meeting Minutes**

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

**Vote: 7-0**  
**Yes: Cherry**  
**Piotrowski**  
**Poe**  
**Wade**  
**Wood**  
**Luck**  
**Kochuba**  
**No: None**  
**Absent: None**  
**Abstained: None**

**Motion: UNANIMOUS PASS**

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

- A. AN ORDINANCE NO 21-FIN-1**  
**(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$22,358 consisting of 1) \$1,998 in grant funds for the Fire & EMS Department for the purchase of a tablet; 2) \$5,697 in unassigned fund balance and \$4,303 in current year E-Citation revenue for the purchase of equipment for mobile printers; 3) \$7,360 in donations to the Sheriff's Office; 4) \$2,500 in grant funds from Wal-Mart for the Office on Youth to provide services for the English as a Second Language community; and 5) \$500 in donations in memory of Barbara Gehler for the purchase of artwork for display at the Library.**

**A motion was made by Mayor Kochuba, seconded by Mr. Piotrowski to adopt Ordinance No. 21-FIN-1.**

**Addressing Mr. Wood's question relative to the purchase of equipment for mobile printers, Mrs. Minor clarified this \$4,303 in current year E-Citation revenue was to purchase cases for printers in police cruisers.**

**Vote: 7-0**  
**Yes: Cherry**  
**Piotrowski**  
**Poe**

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**Wade**  
**Wood**  
**Luck**  
**Kochuba**  
**No: None**  
**Absent: None**  
**Abstained: None**

**Motion: UNANIMOUS PASS**

- B. A RESOLUTION NO 21-2**  
**Specifying the regular meeting dates of the Colonial Heights**  
**City Council.**

**A motion was made by Mr. Piotrowski, seconded by Mrs. Luck, to adopt**  
**Resolution No. 21-2.**

**Vote: 7-0**  
**Yes: Cherry**  
**Piotrowski**  
**Poe**  
**Wade**  
**Wood**  
**Luck**  
**Kochuba**  
**No: None**  
**Absent: None**  
**Abstained: None**

**Motion: UNANIMOUS PASS**

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

**There was no unfinished business.**

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

- A. City Manager**

- 1. Emergency Management Update**

**Mr. Smith provided the following COVID statistic updates:**

- From December 30 to the present, the Colonial Heights COVID cases increased from 602 to 741; hospitalizations up by 3; and 2 deaths.
- Notification from Chief Hoover that the Regional Diversion Plan went into place January 5.
- The City was currently in Phase 1A for COVID vaccinations; however, it has been indicated that central Virginia could join other health districts in moving to Phase 1B as early as next week.
- Mr. Tim Blumenshine, replaced retired Emergency Manager, Beverly Brandt.
- Staff monitoring weather systems that could bring a pattern of colder weather.
- CARES spending deadline has been extended to December 31, 2021.
- The COVID Medic Unit was up and running, beginning December 30.

**2. Presentation of the Fiscal Year 2021-2022 Budget Calendar**

Mr. Smith presented Council with a copy of the upcoming budget calendar with the CIP presentation to Council beginning in March and the budget presentation and work session in April.

**3. General Activity Report**

Mr. Smith advised of his and Mayor Kochuba's attendance at the Police Department's Accreditation Review. Additionally, Mr. Smith advised that Billing and Collections will be closed the afternoon of January 13 for software updates and reminded Council of the upcoming Retreat at the Courthouse Friday, January 15, 2021.

Continuing, Mr. Smith and Mrs. Minor addressed questions from Council with regard to previous and continued issues with Utility Billing distribution. Mrs. Minor advised the current issues related to the new system were being addressed; however, on a positive note, citizens with delinquent bills were taking advantage of the Utility Bill Grant Program.

**B. City Attorney**

Mr. Fisher advised of the legislation in the General Assembly to allow localities to place time limits on approved special use permits. Mr. Fisher stated, currently, there is no explicit authority for imposing such a time limit; and he would monitor this legislation.

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

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**Ms. Hall reported on the following:**

- **Ms. Hall thanked Mr. Cherry for his efforts during his time on Planning Commission.**
- **Ms. Hall welcomed Noah Kweik, the newest Planning Commission appointee.**
- **Ms. Hall welcomed Mr. Kenny Frenier, the newest Board of Zoning Appeals appointee.**
- **Ms. Hall advised the Planning Commission held its organizational meeting on January 5<sup>th</sup> whereat Mitch Hartson was appointed Chair and Rita Schiff was appointed Vice Chair. Ms. Hall advised the Planning Commission reviewed the chapters 6-10 of the Comprehensive Plan. The Comprehensive Plan will be presented in a public hearing at the March 2, 2021 Planning Commission Meeting and presented to Council for first reading at the April regular meeting.**
- **There was no Planning Commission meeting in February; however, there will be a meeting in March.**

**16. Adjournment**

**There being no further business, a motion was made by Mr. Cherry, seconded by Mrs. Luck, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 8:21 P.M.**

**APPROVED:**

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**T. Gregory Kochuba, Mayor**

**ATTEST:**

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**Pamela B. Wallace, City Clerk**