

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Special Meeting of City Council**  
**Tuesday, May 18, 2021**  
**Multi-Purpose Room of the Colonial Heights Courthouse**  
**550 Boulevard; and Council Chambers of City Hall**  
**201 James Avenue**

**1. Call to Order.**

The Special Meeting of City Council was called to order by Mayor Kochuba at 4:00 P.M.

**2. Roll Call.**

**Present:** Councilman Michael A. Cherry  
Councilman John E. Piotrowski  
Councilwoman Dr. Laura F. Poe  
Councilman Robert W. Wade  
Councilman John T. Wood (arrived late)  
Vice Mayor Elizabeth G. Luck  
Mayor T. Gregory Kochuba

**Absent:** None

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

**3. Declarations of Personal Interest**

Declarations were ready by Dr. Poe and Mr. Piotrowski and filed with the Clerk.

**4. Joint Meeting with the Colonial Heights School Board to discuss the following items:**

**A. Introduction of New City Council and School Board Members**

Mayor Kochuba introduced Mr. Wade and Dr. Poe; after which time, they provided brief comments relative to their current profession and reasoning for wishing to serve as a councilmember.

After Council introductions, Mrs. Angie Woodie, School Board Chair, introduced Mrs. Lia Tremblay and Mr. Keith Kapinskis as the recently elected members of the School Board; after which time, they provided brief comments relative to their current profession and reasoning for wishing to serve on the School Board.

**B. City Financial Overview**

Staff will present an overview of the City's Finances, specifically the revenue sources shared in the Memorandum of Understanding.

**Special Meeting Minutes**

**May 18, 2021**

**Page 2**

**Mrs. Minor acknowledged the Memorandum of Understanding between Council and the Schools and recognized the good working relationship between the two. Mrs. Minor noted the top six revenue streams which were shared with the schools and provided the FY21 projection.**

**Continuing, Mrs. Minor provided information relative to the recently adopted FY22 City Budget advising the impacts from COVID could have been much worse. Additionally, Mrs. Minor provided information relative to the General Fund expenditures and projections for the upcoming year.**

**C. School Financial Overview Regarding Federal Funding Received**

**Maria Yench, Director of Finance and Budget for City Schools, advised of the \$139,000 reduction in the school's budget from the previous year. Addressing Mayor Kochuba's question, Ms. Yench stated the school's budget is different from year-to-year depending upon the amount of federal funds received.**

**D. Discussion Regarding Title 1 Schools**

**Dr. Sroufe and Dr. Williams addressed questions from Council relative to Targeted Assistance vs. Schoolwide Program Title 1.**

**E. Discussion regarding Office on Youth Student Survey Results**

**Dr. Sroufe addressed questions from Council regarding the anonymous survey initiated by the Office on Youth with Mr. Hedblom providing additional comments to some of Council's questions.**

**F. Capital Improvement Project Discussion**

**Due to the lack of time, Mayor Kochuba recommended discussion on this topic be moved to an upcoming Council work session.**

**G. Other Business**

**Dr. Sroufe addressed several random questions from Council members.**

**5. Council Recess to go to City Hall Council Chambers**

**A motion was made by Mayor Kochuba, seconded by Mr. Cherry, to recess the meeting and carried unanimously on voice vote at 5:56 P.M.**

**Upon returning to City Hall, a motion was made by Mayor Kochuba, seconded by Mr. Wade, to reconvene the meeting at 6:50 P.M.**

**Special Meeting Minutes**

**May 18, 2021**

**Page 3**

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

**Motion: UNANIMOUS PASS**

**6. A Work Session on the following items:**

- A. AN ORDINANCE NO 21-11, AS AMENDED**  
**(Second Reading) To amend § 286-410.62 of Chapter 286, Zoning, of the Colonial Heights City Code to authorize the operation of mobile food units on a less restrictive basis.**

**A motion was made by Mr. Wade, seconded by Dr. Poe, to adopt Ordinance No. 21-11 AS AMENDED.**

**Mr. Fisher advised of an amendment to the proposed ordinance made after first reading and advised Mr. Wade to rescind his motion and that the ordinance be approved as amended.**

**A motion was made by Mr. Wade, seconded by Dr. Poe, to rescind the motion previously made by Mr. Wade and to approve the amendment.**

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

**Motion: UNANIMOUS PASS**

**Special Meeting Minutes**

**May 18, 2021**

**Page 4**

**A motion was made by Mr. Wade, seconded by Dr. Poe, to adopt Ordinance No. 21-11 AS AMENDED.**

**Vote: 6-1**  
**Yes: Cherry**  
**Piotrowski**  
**Poe**  
**Wade**  
**Luck**  
**Kochuba**  
**No: Wood**  
**Absent: None**  
**Abstained: None**

**Motion: PASS**

- B. A RESOLUTION NO 21-21**  
**Extending the due date for the payment of personal property taxes.**

**Mr. Feasenmyer provided comments relative to the reason for extending the due date for personal property to taxes from June 7, 2021 to July 2, 2021.**

**After several minutes of discussion, Mrs. Luck suggested extending the due date to July 30.**

**After brief discussion, a motion was made by Mayor Kochuba, seconded by Dr. Poe, to amend Ordinance No. 21-21 by extending the due date for personal property taxes to July 30.**

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

**Motion: UNANIMOUS PASS**

- C. AN ORDINANCE NO 21-12**  
**(First Reading) To adopt a revised General Pay Plan Class and Salary Range that increases by 2% the range of each grade for full-time**

**Special Meeting Minutes**

**May 18, 2021**

**Page 5**

employees; adds a new Permit Technician position, along with the corresponding job description and class specification for the position; revises the job description and class specifications for the Staff Assistant; revises starting salary amounts for certain supervisory positions; and increases the pay range for certain part-time positions, including but not limited to those affected by the Virginia minimum wage increase.

A motion was made by Mayor Kochuba, seconded by Mr. Cherry, to adopt Ordinance No. 21-12.

Mr. Smith provided additional clarifying comments relative to the proposed Ordinance No. 21-12.

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

**Motion: UNANIMOUS PASS**

- D. AN ORDINANCE NO 21-13  
(First Reading) To amend and reordain § 277-9 of Chapter 277, Water, of the Colonial Heights City Code to increase charges for water usage.**

A motion was made by Mayor Kochuba, seconded by Mr. Wood, to adopt Ordinance No. 21-13.

Mrs. Minor explained the proposed increase advising this was not an across-the-board increase; specifically noting the increase would be based upon consumption. Mrs. Minor advised staff had been prepared to bring the proposal before Council; however, was delayed due to COVID.

Continuing, there was discussion relative to

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

**Special Meeting Minutes**

**May 18, 2021**

**Page 6**

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

**Motion: UNANIMOUS PASS**

- E. AN ORDINANCE NO 21-14  
(First Reading) To amend and reordain § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code to increase charges for sewer service.**

**A motion was made by Mrs. Luck, seconded by Mr. Piotrowski to adopt Ordinance No. 21-14.**

**Mr. Smith advised the proposed ordinance was similar to the previously approved ordinance and recommended approval.**

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

**Motion: UNANIMOUS PASS**

- F. Executing Engagement Letter for External Auditors**

**Mrs. Minor advised of staff's receipt of five Requests for Proposals from external audit firms to perform an independent audit of the City's finances for FY21, and authorize services through FY25. Mrs. Minor advised it was the unanimous recommendation by the Audit Committee to award the contract to Brown Edwards.**

**Mayor Kochuba called for an informal voice vote at which time Council unanimously recommended Brown Edwards to perform an independent audit of the City's finances for FY21, and authorized services through FY25.**

- G. AN ORDINANCE NO 21-10 (Discussion Only)**

**To adopt a revised Comprehensive Plan for the City through 2044.**

**Ms. Hall advised the Comprehensive Plan had been reviewed and approved over the past several months by the Planning Commission and offered their recommendation for approval; however, will not be formally presented to Council until the June 8, 2021 Regular Meeting.**

**Ms. Hall reviewed the Comp Plan chapter by chapter noting revisions for Council's approval. Mr. Fisher requested Council read the plan thoroughly in preparation to address any concerns at the June regular meeting.**

**Mr. Wood noted several areas of concern regarding housing (pages 23-30); specifically, mixed use, multi-family dwelling, and housing for younger and older citizens.**

**Before adjournment, Dr. Poe suggested discussion relative to concerns expressed by residents of the Sherwood Hills community concerning the condition of the Sherwood Hills Swim Club. Mr. Fisher provided comments concerning what he had been told about the Club's finances and what the City could do.**

**There was continued brief discussion by Council relative to the ownership and financial situation of the property. It was the consensus of Council that no action would be taken regarding the situation with the Sherwood Hills pool.**

**7. Adjournment.**

**A motion to adjourn the Special Meeting was made by Mr. Cherry, seconded by Dr. Poe, and carried unanimously on voice vote at 8:29 P.M.**

**APPROVED:**

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**T. Gregory Kochuba, Mayor**

**ATTEST:**

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**Pamela B. Wallace, City Clerk**