

**CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, September 10, 2019**

1. Call to Order

The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:11 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 Kenneth B. Frenier
Councilman John E. Piotrowski
Councilman John T. Wood
Vice Mayor Elizabeth G. Luck
Mayor T. Gregory Kochuba

Absent: 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 Mr. Piotrowski.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

5. Adoption of Agenda

A motion was made by Mr. Frenier, seconded by Mrs. Luck, to adopt the agenda as presented.

**Vote: 6-0
Yes: Cherry
Frenier
Piotrowski
Wood
Luck**

Kochuba
No: None
Absent: Green, Jr.
Abstained: None

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

There were none.

7. Commendations and Presentations

- A. Presentation by Richmond Region Tourism**
- B. Presentation of the City's Annual Contribution to the Colonial Heights Food Pantry**
- C. New Employee Introduction
Introduction of New Employee Hired by the Finance Department.**

Mrs. Minor introduced Mrs. Joy Kendrick, Payroll Specialist.

8. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

9. Written Petitions and Communications

- A. Receive and open Natural Gas Franchise Bids**

Mr. Fisher provided background information relative to the bid process stating Columbia Gas of Virginia, Inc. was the only entity that had submitted a proposal. Mr. Fisher stated for a natural gas franchise, conversations and negotiations with Columbia had gone well, and he and Columbia Gas representatives had been able to work through past issues encountered by Public Works. Mr. Fisher provided a summary of Columbia's bid and addressed comments from Mr. Wood relative to the grounds for termination of the agreement.

There being no further Council discussion, Mayor Kochuba inquired if anyone in the audience had a sealed bid to present. There were no such bids, and Mayor Kochuba declared the bidding closed.

Mayor Kochuba then asked Mr. Fisher if he recommended accepting the Columbia Gas proposal, and Mr. Fisher said both he and Chuck Henley, Public Works Director, recommended acceptance of the proposal.

10. Advertised Public Hearing

- A. AN ORDINANCE NO 19-21
(First Reading) To grant to Columbia Gas of Virginia, Inc., a nonexclusive franchise authorizing Columbia, its successors, and assigns, to construct, repair, replace, operate, and maintain a system for the transmission, distribution, and sale of natural gas in, under, along, and across the City's public rights-of-way.**

A motion was made by Mr. Cherry, seconded by Mr. Piotrowski, to adopt Ordinance No. 19-21.

Mayor Kochuba asked if anyone in the audience wished to address Council, and there were no comments from the public.

Council Comments:

Addressing Mr. Wood's question why Columbia was the only bid received Mr. Ken Brack, Columbia Gas' Vice-President of External and Customer Affairs, stated it was a significant capital investment to operate a natural gas system and he felt that the operational cost and state regulations placed on the business were two significant contributing factors.

**Vote: 6-0
Yes: Cherry
Frenier
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: Green, Jr.
Abstained: None**

Motion: UNANIMOUS PASS

- B. AN ORDINANCE NO 19-FIN-16
(First Reading) To amend the Capital Projects Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by \$1,000,000 to appropriate state funds derived from the Virginia**

Department of Transportation grant for the Boulevard Resurfacing project, which involves resurfacing the Boulevard from Shuford Avenue North to Newcastle Drive.

A motion was made by Mayor Kochuba, seconded by Mrs. Luck, to adopt Ordinance No. 19-FIN-16.

Mr. Keith Chisolm, Project Engineer, provided Council with information relative to the project; specifically noting a start date of April 1, 2020 with completion by June 1, 2020.

There were no comments from the public.

Council comments:

Addressing Mayor Kochuba's question, Mr. Chisolm stated a contractor has not been selected at this time; however, one should be selected by the fall.

**Vote: 6-0
Yes: Cherry
Frenier
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: Green, Jr.
Abstained: None**

Motion: UNANIMOUS PASS

11. Hearing of Citizens Generally on Non-Agenda Items

Ann Coffin, 323 Forestview Drive – Mrs. Coffin thanked the Department of Planning and Community Development and the City Garage for their efforts to correct violations by a neighboring land owner.

Kathy Harris-Temple, 613 Hamilton Avenue – Mrs. Harris-Temple expressed her concerns relative to the conditions at Cal's on the Boulevard.

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

A. AN ORDINANCE NO 19-14

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(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019, by increasing appropriations by \$583,150 which includes: 1) \$105,000 in local sales taxes to cover expenditures over budget for the Comprehensive Services Act; 2) \$60,000 in personal property taxes to cover expenditures over budget for employee health insurance and retirement costs; and 3) a \$418,150 transfer from the General Fund to the Capital Projects Fund.

B. AN ORDINANCE NO 19-FIN-15

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, to appropriate \$539,946 in encumbrances from the prior fiscal year.

To amend the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, to appropriate \$8,620 in encumbrances from the prior fiscal year.

C. AN ORDINANCE NO 19-20

(Second Reading) Amending § 258-12 of Chapter 258, Taxation, of the Colonial Heights City Code, to grant the Director of Finance more flexibility in publicizing the due dates of real estate taxes.

D. August 13, 2019 Special Meeting Minutes

E. August 13, 2019 Regular Meeting Minutes

F. August 26, 2019 Special Meeting Minutes

A motion was made by Mayor Kochuba, seconded by Mr. Piotrowski, to approve the Consent Agenda as presented.

Vote: 6-0
Yes: Cherry
Frenier
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: Green, Jr.
Abstained: None

Motion: UNANIMOUS PASS

13. Introduction and Consideration of Ordinances and Resolutions

A. AN ORDINANCE NO 19-FIN-17

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2019, and ending June 20, 2020, to appropriate \$43,015, which includes 1) \$12,515 in DMV State Highway Safety Grant funds for selective enforcement activities; and 2) \$30,500 in fund balance/reserves for improvements at Shepherd Stadium.

To amend the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020, by increasing appropriations by \$3,837 in transfer from schools to transfer to capital improvements fund for the Middle School Courts project and 2) transferring \$5,000 from recreation operating expenses to transfer to capital projects for the Middle School Tennis Courts project.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2019, and ending June 30, 2020, to appropriate \$51,837, which includes 1) a transfer from the general fund budget for \$43,000 for improvements at Shepherd Stadium; 2) a transfer from the Recreation Fund Budget of \$8,837 for the Middle School Tennis Courts project; and 3) a transfer of \$85,000 from the White Bank Restroom Project to Shepherd Stadium improvements.

A motion was made by Mr. Cherry, seconded by Mrs. Luck, to adopt Ordinance No. 19-FIN-17.

Mrs. Minor provided a presentation, which further explained the transfer of funds noted in the ordinance.

At the conclusion of Mrs. Minor's presentation, Captain William Anspach clarified funding received from the DMV State Highway Safety Grant will be used for selective enforcement, DUI's, and other enforcement related to DUI's.

Addressing Mr. Piotrowski's question relative to monies transferred from the White Bank Restroom Project, Mr. Skalak clarified that the funds noted were savings from the project. Additionally, Mr. Skalak addressed Mr. Woods

question by clarifying the funding amounts by both the City and schools for the tennis court projects.

**Vote: 6-0
Yes: Cherry
Frenier
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: Greene, Jr.
Abstained: None**

Motion: UNANIMOUS PASS

**B. AN ORDINANCE NO 19-FIN-18
(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2018, and ending June 30, 2019, to appropriate \$709,000 in additional funds to transfer to the School Board pursuant to the Memorandum of Understanding between the City and the School Board.**

A motion was made by Mrs. Luck, seconded, Mr. Piotrowski, to adopt Ordinance No. 19-FIN-18.

Mrs. Minor provided Council with a handout showing the history of school transfer amounts from FY2015 through FY2019 including FY2019 revenue sources and the breakdown of funds transferred to the school.

Mr. Fisher stated he did not think the School Board was not aware of the amount they would be receiving.

**Vote: 6-0
Yes: Cherry
Frenier
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: Green, 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 asked that Council forward any suggested retreat topics to him for review as he prepared the Retreat Agenda.

Mr. Wood suggested discussion of a quarterly meeting between the School Board and Council. Mayor Kochuba stated he had previously spoken with Mrs. Woody, School Board Chair, regarding the possibility of a joint meeting in October. Mr. Fisher suggested possible meeting times at which Council and the School Board could meet.

Mr. Smith reported that the City's S&P bond rating had increased from AA to AA+. Mr. Smith noted their findings reported a strong economy with access to a broad and diverse Metropolitan Statistical Area; strong management with good financial policies and practices; and strong budget flexibility with our available fund balance.

Mr. Smith also noted the upcoming Boards and Commissions dinner on Monday, September 16, at 6:00 P.M. and the work session on Tuesday, September 17, at 6:00 P.M. Continuing, Mr. Smith noted several other events listed on the Calendar of Events.

B. City Attorney

Addressing Mr. Fisher's question relative to the date for the next Council Retreat, Mrs. Wallace stated the date was January 17 – 18, 2020.

Mr. Fisher advised Council of the expiration of the Verizon franchise agreement in November, which will necessitate a new franchise agreement. Additionally, Mr. Fisher advised he was in the process of advertising to hire a part-time position to assist in his office. In closing, Mr. Fisher reminded Council to complete the State-prescribed COIA and FOIA training.

C. Director of Planning and Community Development

In Mrs. Hall's absence, Mr. Smith reported the Planning Commission met September 3, 2019 and reported on the following:

- **Mary Ann Hamilton was appointed as the Planning Commission's representative on the Advisory Board to Recreation and Parks.**
- **Review by the Commission of Chapters 6 and 7 of the City's Comprehensive Plan.**
- **The regular October Planning Commission Meeting will be held as scheduled.**

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 9:06 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk