

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Special Meeting of City Council**  
**Tuesday, April 26, 2016**

**1. Call to Order.**

**The Special Meeting of City Council was called to order by Mayor Kochuba at 6:02 P.M.**

**2. Roll Call.**

**Present:** Councilman Kenneth B. Frenier  
Councilman W. Joe Green, Jr.  
Councilwoman Elizabeth G. Luck  
Councilman John E. Piotrowski  
Vice Mayor Diane H. Yates  
Mayor T. Gregory Kochuba

**Absent:** Councilman John T. Wood (arrived late)

**Also Present:** Mr. Hugh P. Fisher, III, City Attorney  
Mr. Thomas L. Mattis, City Manager  
Mrs. Pamela B. Wallace, City Clerk

**3. Declarations of Personal Interest**

**Declarations were read by Messrs. Green, Frenier, Piotrowski, Mrs. Yates and Luck, and Mayor Kochuba.**

**4. Special Meeting for the purpose of holding a Work Session for the following purpose:**

- A. Discussion and Consideration of the Proposed 2016-2017 City of Colonial Heights Annual Operating Budget**

**Mayor Kochuba opened the floor to Council for any questions or clarification of the proposed budget before moving into the public hearing.**

**At the request of Mr. Green, Mr. Mattis stated for the minutes the purpose of the first reading on ordinances at a work session rather than at the regular Council meeting held on the second Tuesday of the month was two-fold. Mr. Mattis stated that the school must have their budget approved by May 15 and traditionally, Council makes an effort to conform to the Tuesday schedule; additionally, Council was in a position to adopt the ordinances on second reading at the May 10 regular Council meeting. Additionally, the public hearing was advertised in accordance with the charter and will keep the meetings on a Tuesday schedule and allow for the ordinances to be approved accommodating the School Board's schedule for their budget approval.**

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There were no specific questions related directly to the budget; therefore, Mayor Kochuba called for a recess at 6:12 PM until 7:00 PM, at which time the Public Hearing would begin.

Mayor Kochuba reconvened the meeting at 7:00 PM to begin the public hearing.

At the request of Mr. Green, Mr. Mattis provided an explanation as to why the first reading of the budget meeting was not being held on the regular second Tuesday of the month. Mr. Mattis stated this was primarily because Council's schedule requires that the school's portion of the budget must be approved by May 15 and in order to meet this requirement, an additional special meeting was scheduled.

**5. Reading of Manner of Addressing Council.**

Mr. Fisher read the Manner of Addressing Council.

Before moving to the public hearings, Mr. Wood recalled Council's prior discussion and decision regarding funding of a legal assistant or part-time or full-time secretary to assist with customer service duties in the Commonwealth's Attorney's office. Mr. Wood stated it was that, although the position was important and useful, it was not economically feasible considering budgetary constraints. Continuing, Mr. Wood asked if Council would entertain a modification to the Temporary/Seasonal Help line item, which would be more than actually requested; giving part-time help to assist existing staff working on the case-load in the office. Mr. Wood stated he was suggesting this modification is because of the increase in work-load due to increased Code Enforcement.

A motion was made by Mr. Wood motioned, seconded by Mayor Kochuba, requesting Council's approval of \$15,000 of City funds to support a part-time position for the Commonwealth Attorney's office to assist with the increased case load.

Addressing Mr. Green's comments relative to the Commonwealth's Attorney receiving grant funds, Mr. Wood stated that the grant money received for that office was going to Victim Witness, which is treated as a separate office.

Mrs. Luck stated that the City already provided supplemental funding for a position in that office, as well as numerous departments and does not feel it is the time to request such a request without reconsidering all others. Mrs. Luck stated she understood the rationale behind the request but could not support the request.

At the request of Mrs. Yates, Mr. Wood clarified the justification for the additional funding over that requested by the Commonwealth's Attorney further stating he brought this to Council's attention because of the time and effort that is being utilized by the office for their assistance relative to Code Enforcement.

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**Mr. Frenier stated he understood Mr. Wood's reasoning behind the request; however, before supporting the addition of an additional position, he felt there was a more pressing need for public safety personnel.**

**Vote: 1-6**  
**Yes: Wood**  
**No: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Yates**  
**Luck**  
**Kochuba**  
**Abstained: None**  
**Absent: None**

**Motion FAIL**

**Addressing another item, Mr. Wood stated he had been contacted by a representative of Swift Creek Mill Playhouse requesting annual contributions from the City. Mr. Wood since 2012; however, there had been requests from Swift Creek Mill Playhouse, which is not a for-profit organization. Mr. Wood clarified there is a misconception that many feel the playhouse is sufficiently funded with its own income and that it is located in Chesterfield County. Mr. Wood stated Swift Creek Mill was of significant cultural and historical importance to the City and is used frequently for Colonial Heights functions and asked that Council reconsider making a contribution of \$3,000 to Swift Creek Mill Playhouse.**

**For the record, Mr. Wood motioned, seconded by Mr. Green, that staff reconsider an annual contribution to Swift Creek Mill Playhouse in the amount of \$3,000.**

**There was additional discussion by Council with no resolution; therefore, it was the consensus to table the motion**

**6. Advertised Public Hearings – 7:00 P.M.**

- A. AN ORDINANCE NO 16-FIN-5**  
**(First Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2017, and appropriating the estimated revenues for the year for the objects and purposes stated herein.**

**A motion was made by Mr. Piotrowski, seconded by Mrs. Luck, to adopt Ordinance No. 16-FIN-5**

**Public Comment:**

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**Scott Spencer, 302 Walnut Avenue – Spoke in support of the request for six additional EMS personnel.**

**Council Comments:**

**Mr. Green advised he supported the proposed budget as presented.**

**Vote: 6-1**  
**Yes: Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**  
**No: Frenier**  
**Abstained: None**  
**Absent: None**

**Motion UNANIMOUS PASS**

- B. AN ORDINANCE NO 16-FIN-6**  
**(First Reading Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for the fiscal year beginning July 1, 2016 and ending June 30, 2017, and approving such budget.**

**A motion was made by Mrs. Yates, seconded by Mr. Piotrowski, to adopt Ordinance No. 16-FIN-6.**

**There were no comments from the public or Council.**

**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**  
**No: None**  
**Abstained: None**  
**Absent: None**

**Motion UNANIMOUS PASS**

- C. AN ORDINANCE NO 16-FIN-7**

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**(First Reading) Adopting the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the principal purposes stated.**

**A motion was made by Mrs. Luck, seconded by Mrs. Yates, to adopt Ordinance No. 16-FIN-7.**

**Public Comments: None**

**Council Comments:**

**Mrs. Luck stated she hoped Council and staff could invest in sufficient ADA compliant equipment to improve City playgrounds.**

**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**  
**No: None**  
**Abstained: None**  
**Absent: None**

**Motion UNANIMOUS PASS**

**D. AN ORDINANCE NO 16-FIN-8**  
**(First Reading) Adopting the Storm Water Fund Budget for the fiscal year beginning July 1, 2026, and ending June 30, 2017, and appropriating the estimated revenues for the year for the principal purposes stated.**

**A motion was made by Mrs. Yates, seconded by Mrs. Luck, to adopt Ordinance No. 16-FIN-8.**

**There were no comments from the public or Council.**

**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**

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**Kochuba**  
**No: None**  
**Abstained: None**  
**Absent: None**

**Motion UNANIMOUS PASS**

- E. AN ORDINANCE NO 16-FIN-9**  
**(First Reading) Adopting the Water and Sewer Fund Budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, and appropriating the estimated revenues for the year for the operating expenses stated.**

**A motion was made by Mrs. Luck, seconded by Mrs. Yates, to adopt Ordinance No, 16-FIN-9,**

**There were no comments from the public or Council.**

**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**  
**No: None**  
**Abstained: None**  
**Absent: None**

**Motion UNANIMOUS PASS**

- F. AN ORDINANCE NO 16-5**  
**(First Reading) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.14 for the tax year commencing January 1, 2016, and ending December 31, 2011; and providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$1.20 for the tax year commencing January 1, 2017, and ending December 31, 2017, for general municipal purposes.**

**A motion was made by Mr. Frenier, seconded by Mrs. Luck, to adopt Ordinance No. 16-5.**

**There were no comments from the public or Council.**

**Vote: 7-0**  
**Yes: Frenier**

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**Green, Jr.  
Piotrowski  
Wood  
Yates  
Luck  
Kochuba**

**No: None  
Abstained: None  
Absent: None**

**Motion UNANIMOUS PASS**

- G. AN ORDINANCE NO 16-6  
(First Reading) Providing for a tax levy on all tangible personal property not either exempt from taxation or otherwise taxed, for the tax year ending December 31, 2016; and for the tax year commencing January 1, 2017, and ending December 31, 2016; for general municipal purposes.**

**A motion was made by Mr. Frenier, seconded by Mrs. Luck, to adopt Ordinance No. 16-6.**

**There were no comments from the public or Council.**

**Vote: 7-0  
Yes: Frenier  
Green, Jr.  
Piotrowski  
Wood  
Yates  
Luck  
Kochuba  
No: None  
Abstained: None  
Absent: None**

**Motion UNANIMOUS PASS**

- H. AN ORDINANCE NO 16-7  
(First Reading) Providing for a tax levy on motor vehicles owned by members of a volunteer rescue squad or volunteer fire department, and persons appointed to serve as auxiliary police officers for the tax year ending December 31, 2016; and for the tax year commencing January 1, 2017, and ending December 31, 2017, for general municipal purposes.**

**A motion was made by Mrs. Luck, seconded by Mrs. Yates, to adopt Ordinance No. 16-7.**

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**There were no comments from the public or Council.**

**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**  
**No: None**  
**Abstained: None**  
**Absent: None**

**Motion UNANIMOUS PASS**

- I. AN ORDINANCE NO 16-8**  
**(First Reading) Providing for a personal property levy of one dollar (\$1.00) on each motor vehicle which is specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2016, and ending December 31, 2016; and providing for such levy on motor vehicles which are specifically equipped to provide transportation for physically handicapped individuals for the tax year commencing January 1, 2017, and ending December 31, 2017, for general municipal purposes.**

**A motion was made by Mr. Frenier, seconded by Mrs. Luck, to adopt Ordinance No. 16-8.**

**There were no comments from the public or Council.**

**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**  
**No: None**  
**Abstained: None**  
**Absent: None**

**Motion UNANIMOUS PASS**

- J. AN ORDINANCE NO 16-9**



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**(First Reading) Establishing a tax rate pursuant to Chapter 35.1 of Title 58.1 of the Code of Virginia (“Personal Property Tax Relief”) on all qualifying vehicles under the Chapter.**

**A motion was made by Mrs. Luck, seconded by Mr. Green, to adopt Ordinance No. 16-9.**

**There were no comments from the public or Council.**

**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**  
**No: None**  
**Abstained: None**  
**Absent: None**

**Motion UNANIMOUS PASS**

**K. AN ORDINANCE NO 16-10**  
**((First Reading) Providing for a tax levy on machinery and tools, tangible personal property used in a research and development business, certain energy generating equipment, personal property used in manufacturing, testing or operating satellites, and motor vehicles, trailers and semitrailers with a gross weight of 10,000 pounds or more used to transport property for hire by a motor carrier engaged in interstate commerce, for the tax year ending December 31, 2016; and for the tax year commencing January 1, 2017, and ending December 31, 2017; for general municipal purposes.**

**A motion was made by Mrs. Yates, seconded by Mrs. Luck, to adopt Ordinance No. 16-10.**

**There were no comments from the public or Council.**

**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**

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**No: None**

**Abstained: None**

**Absent: None**

**Motion UNANIMOUS PASS**

**L. AN ORDINANCE NO 16-11**

**(First Reading) To amend and reordain § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code, to increase for sewer services.**

**A motion was made by Mrs. Yates, seconded by Mr. Frenier, adopting Ordinance No. 16-11.**

**Mr. Mattis provided comments relative to staff's city-wide efforts to increase the stormwater fund with Mayor Kochuba adding the increase was at the recommendation of City auditors.**

**Public comments: None**

**Council Comments:**

**At the request of Mr. Wood, Mr. Mattis clarified the increase would not be a source of revenue for the City; it would only support operating costs.**

**Vote: 7-0**

**Yes: Frenier**

**Green, Jr.**

**Piotrowski**

**Wood**

**Yates**

**Luck**

**Kochuba**

**No: None**

**Abstained: None**

**Absent: None**

**Motion UNANIMOUS PASS**

**M. AN ORDINANCE NO 16-12**

**(First Reading) To amend and reordain 277-9 of Chapter 277, Water, of the Colonial Heights City Code, to increase charges for water Service.**

**A motion was made by Mrs. Luck, seconded by Mrs. Yates, to adopt Ordinance No. 16-12.**

**There were no comments from the public or Council.**

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**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**  
**No: None**  
**Abstained: None**  
**Absent: None**

**Motion UNANIMOUS PASS**

- N. AN ORDINANCE NO 16-13**  
**(First Reading) To adopt a revised General Pay Plan Class and Salary Range that includes the grade assignment for Digital Resource Specialist, Heavy Truck/Bus Technician, Utility Billing Supervisor, Financial Technician I, Financial Technician II, Revenue Supervisor, revised Financial Specialist I and Meter Reader, and removes Customer Service Representative and Assessor's Office Technician; and adopts new and revised job descriptions for such positions.**

**A motion was made by Mr. Frenier, seconded by Mrs. Yates, to adopt Ordinance No. 16-13.**

**Public Comments: None**

**Council Comments:**

**Mr. Wood noted the ordinance included a general 2% salary adjustment for employees, effective July 1, with Mr. Green adding that the cost of living increase was not funded by the proposed tax increase.**

**Mr. Frenier clarified that the proposed ordinance did not include a 2% cost-of-living increase; it was only proposing changes to certain job descriptions.**

**Vote: 7-0**  
**Yes: Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**Yates**  
**Luck**  
**Kochuba**  
**No: None**

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**Abstained: None**

**Absent: None**

**Motion UNANIMOUS PASS**

**Before moving on, Mayor Kochuba reminded those present of the following City events:**

- **City-wide Clean Up Day – April 30, 2016**
- **Arbor Day – April 29, 2016**
- **Ft. Clifton Festival – May 7 & 8, 2016**

**7. Adjournment**

**A motion to adjourn the Special Meeting was made by Mrs. Yates, seconded by Mrs. Luck, and carried unanimously on voice vote at 8:19 P.M.**

**APPROVED:**

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**T. Gregory Kochuba, Mayor**

**ATTEST:**

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**Pamela B. Wallace, City Clerk**