

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Special Meeting of City Council**  
**May 15, 2018**

**1. Call to Order**

**The Special Meeting of City Council was called to order on the grounds at Violet Bank by Mayor Kochuba at 5:45 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 W. Joe Green, Jr.  
Councilman John E. Piotrowski  
Vice Mayor Elizabeth G. Luck  
Mayor T. Gregory Kochuba  
Councilman John T. Wood (arrived late)

**Absent:** None

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

**The Clerk announced the purpose of the meeting.**

**3. Tour of Violet Bank by City Council Members and Staff**

**Council participated in a guided tour of the Violet Bank Museum by Mr. Craig Skalak, Director of Recreation and Parks, and Mr. Rusty Woodburn, Curator of Violet Bank. The purpose of the tour was to determine the repair needs at the museum. Council viewed the entire building inside and out. At the conclusion of the tour, Council convened in the Council Chambers of City Hall to continue the meeting at 6:49 P.M.**

**4. Declarations of Personal Interest**

**There were none.**

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

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

**6. Advertised Public Hearing (6:00 P.M.)**

**A. RESOLUTION NO 18-18  
Adopting the City of Colonial Heights and Community Development  
Block Grant (CDBG) Annual Action Plan and Budget for 2018-2019.**

**A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Resolution No. 18-18.**

**Ms. Kelly Hall, Director of Planning and Community Development, provided Council with a PowerPoint presentation of the Community Development Block Grant Program, which explained the purpose and eligibility of the program. Additionally, Ms. Hall provided Council with information relative to the two required reports by the CDBG Program; the Annual Action Plan and the Consolidated Action Plan and Evaluation Report (CAPR).**

**Ms. Hall reported the amount of funding received since 2005 was \$1,092,971 which has been used to repair 122 low to moderate income, owner-occupied households City-wide. Ms. Hall continued to provide information relative to owner eligibility for the program.**

**At the conclusion of Ms. Hall's presentation, Mayor Kochuba opened the floor for Council comments; there were none. He then opened the floor to public comment; there were no comments from the public.**

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

**Motion: UNANIMOUS PASS**

**7. Work Session on the Following Items:**

**A. Expansion of Senior Transportation Services**

**Mr. Smith provided information relative to the cost to continue transit service with Petersburg Area Transit. With the high cost to continue the service and the impact it would have on the senior population of the City; Council discussed the expansion of the City's existing senior transportation service.**

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**Mr. Skalak, Director of Recreation and Parks, provided an overview of the current services offered to seniors 60 and older. Mr. Skalak stated he and Mr. Smith had discussed the expansion of services to Saturday hours from 8:30 A.M. to 12:30 P.M. and the addition of two staff members on the bus. Mr. Skalak noted that the City receives reimbursement from the Crater District Area Agency on Aging (CDAAA) around \$12,000 to \$14,000 and was confident that the estimated expansion of services including two part-time staffers would be approximately \$15,000.**

**Mr. Skalak elaborated on the contract with the CDAAA stating that they were willing to expand service to adult residents under the age of 60 who were handicapped or those with special needs. Mr. Smith provided information relative to possible funding options to fund the proposed additional service and staff.**

**There was continued discussion relative to expanding services further with Mr. Skalak agreeing they could but with additional funding. Mr. Skalak clarified that service was only within the City of Colonial Heights.**

**Mr. Skalak continued to address questions from Council relative to operational costs and ridership per month for the existing service. At the conclusion of the discussion, it was the consensus of Council for Mr. Smith and staff to move forward with expanding the senior transportation service.**

**Vote:**

|                   |                   |
|-------------------|-------------------|
| <b>Yes:</b>       | <b>Cherry</b>     |
|                   | <b>Frenier</b>    |
|                   | <b>Green, Jr.</b> |
|                   | <b>Piotrowski</b> |
|                   | <b>Luck</b>       |
|                   | <b>Wood</b>       |
|                   | <b>Kochuba</b>    |
| <b>No:</b>        | <b>None</b>       |
| <b>Absent:</b>    | <b>None</b>       |
| <b>Abstained:</b> | <b>None</b>       |

**B. Mobile Food Units Discussion**

**Mr. Smith advised that Ms. Hall would provide an overview and staff recommendations focusing on Mobile Food Unit (MFU) allowance on private property and at special events.**

**Ms. Hall recalled Council's prior discussions relative to MFU allowance on private property and limited situations. Ms. Hall state she found most localities already adopt MFU's as part of their zoning or as a part of the public right-of-way and special events were to accommodate events operating outside of their code.**

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Although Council agreed with staff's recommendation for zoning districts and number of days of operation, Messrs. Cherry, Piotrowski, Green, and Mayor Kochuba thought the recommendations for fees were too high, while Messrs. Wood, Frenier, and Mrs. Luck were in agreement.

There was continued discussion and deliberation relative to the definition of "special events" and the charging of fees if the special event was held on private property.

After much deliberation and discussion, a motion was made by Mayor Kochuba, and seconded by Mr. Cherry, that food trucks be allowed to operating in zoning districts BB and GB with the expectation of churches, pools, and civic initiations.

**Vote:**

|                   |                   |
|-------------------|-------------------|
| <b>Yes:</b>       | <b>Cherry</b>     |
|                   | <b>Frenier</b>    |
|                   | <b>Green, Jr.</b> |
|                   | <b>Piotrowski</b> |
|                   | <b>Luck</b>       |
|                   | <b>Kochuba</b>    |
| <b>No:</b>        | <b>Wood</b>       |
| <b>Absent:</b>    | <b>None</b>       |
| <b>Abstained:</b> | <b>None</b>       |

**Motion: PASS**

The standard requirements for the food trucks are vending shall take place inside the unit, comply with noise ordinance, not left unattended no waste, etc.

Mrs. Hall presented zoning considerations and regulations.

All Council members agreed with the recommended considerations and regulations. Mr. Fisher stated he could have something back to Council with a draft at the June meeting and on for first reading at the July meeting.

**C. Discussions Regarding Grass Cutting Fees and Fines**

Requesting to address this issue, Mr. Green stated he was happy that the grass cutting fee had been increased to \$70. He stated he wanted to see the fee raised to cover any expenses to the City and also make it so there would not be repeat violations.

Mr. Fisher advised he had attempted a draft as follows: "The fee will be set prior to each growing season by competitive bidding and there would be a \$30 administrative charge added."

**D. Discussion Regarding Garbage and Recycling Cans**

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**Mr. Smith stated there had been staff discussion and at the recommendation of the City Attorney, the City Code should be changed to include recycling containers.**

**Considerations could be given to the following:**

- An initial warning to be delivered before fine is imposed.**
- Have cans placed behind the front plane of the house or move within 5 feet of the house**
- Times that the can are currently out.**

**Council discussed the considerations. Mr. Green and Mr. Piotrowski stated they agreed that the cans should not be allowed to stay on the street.**

**There was discussion relative to increasing or decreasing the existing fine. Additionally, there was discussion relative to enforcement of any code which would be drafted.**

**A motion was made by Mr. Wood, seconded by Mrs. Luck, that recycle cans and trash cans must be moved from behind the front line of the structure by 7:00 PM the following day as stated in the code.**

**Vote:**

|                   |                   |
|-------------------|-------------------|
| <b>Yes:</b>       | <b>Frenier</b>    |
|                   | <b>Piotrowski</b> |
|                   | <b>Luck</b>       |
|                   | <b>Wood</b>       |
|                   | <b>Kochuba</b>    |
| <b>No:</b>        | <b>Cherry</b>     |
|                   | <b>Green, Jr.</b> |
| <b>Absent:</b>    | <b>None</b>       |
| <b>Abstained:</b> | <b>None</b>       |

**Motion: PASS**

**6. City Manager Update**

**Mr. Wood provided an update he received from the Federal Rail Administration relative to the location of the rail station. He stated, historically, there were two candidates, Petersburg Collier Yard and Chesterfield, Ettrick Station. However, due to water, historical resources, neighborhoods, and considered proximity to other modes of transportation, the only site approved was the City of Colonial Heights.**

**Mr. Wood stated there is funding to which the City can apply for a grant and currently there is SMART scale available for localities to develop the rail station which is beneficial to the region. Mr. Wood discussed the requirements from the SMART scale and the application process.**

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**Mr. Henley provided additional comments relative to the SMART Scale application process and deadlines.**

**Council made a consensus for staff to move forward with the application process.**

**Mr. Smith provided an update on recycling contract changes that could affect the City. Mr. Henley advised the City should wait to have any further discussion until CVWMA makes a final decision.**

**9. Adjournment**

**A motion to adjourn the Special Meeting was made by Mr. Cherry, seconded by Mr. Frenier, and carried unanimously on voice vote at 9:20 P.M**

**APPROVED:**

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**T. Gregory Kochuba, Mayor**

**ATTEST:**

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**Pamela B. Wallace, City Clerk**