

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**Regular Meeting of City Council**  
**Tuesday, December 8, 2020**

**1. Call to Order**

**The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:10 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  
Councilman John T. Wood  
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, 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 Mayor Kochuba, seconded by Mr. Green, to approve the agenda as presented.**

**Vote: 7-0**  
**Yes: Cherry**  
**Frenier**  
**Green, Jr.**  
**Piotrowski**

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

**Motion: UNANIMOUS PASS**

**6. Declarations of Personal Interest**

**A declaration was read by Mr. Frenier and filed with the Clerk.**

**7. Commendations and Presentations**

- A. A RESOLUTION NO 20-69**  
**Recognizing Councilman W. Joe Green, Jr. for his service to the**  
**City.**

**A motion was made by Mr. Frenier, seconded by Mr. Green, to adopt**  
**Resolution No. 20-69.**

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

**Motion: UNANIMOUS PASS**

- B. A RESOLUTION NO 20-70**  
**Recognizing Kenneth B. Frenier for his service to the City.**

**A motion was made by Mrs. Luck, seconded by Mr. Green, to adopt**  
**Resolution No. 20-70.**

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

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

**No: None**

**Absent:**

**Abstained: None**

**Motion: UNANIMOUS PASS**

- C. Presentation of the Comprehensive Annual Financial Report ending June 30, 2020.**

**Mr. Travis Gilmer, of Brown Edwards, thanked Council for the opportunity to work with the City and he appreciated the City's ability to adapt to the changes brought during the year due to COVID. Mr. Gilmer stated the City received an unmodified clean opinion audit.**

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

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

- 9. Written Petitions and Communications**

**There were none.**

- 10. Advertised Public Hearing**

**There were none.**

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

**There were none.**

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

- A. AN ORDINANCE NO. 20-25  
(Second Reading) To grant a special use permit to the City of Colonial Heights to allow a 110-foot monopole tower plus a 4-foot lightning rod at the top of the tower (for an overall height of 114 feet), at the Public Safety Building located at 100**

**Highland Avenue, known as parcel identification number 5100020102C; and repealing Ordinance No. 17-13.**

**B. A RESOLUTION NO 20-27**

**To grant a Special Use permit to POTS, LLC allowing for an accessory off-street parking area at parcel identification number 2300020E015, which lacks a principal use, for the benefit of the business at 1400 Boulevard.**

**C. AN ORDINANCE NO 20-31**

**(Second Reading) Awarding a \$500 Bonus to the City Sheriff and Full-time Sworn Sheriff's Deputies.**

**D. AN ORDINANCE NO 20-FIN-20**

**(Second Reading) To amend the General Fund Budget for the Fiscal year beginning July 1, 2020, and ending June 30, 2021, by appropriating a donation of \$1,400 for the Office on Youth.**

**To amend the Emergency Response Fund Budget for the fiscal year beginning July 1, 2020, and ending June 20, 2021, by appropriating \$2,153,064 consisting of 1) \$2,048,354 in remaining CARES funds from the Commonwealth; and 2) \$104,710 in Community Development Block Grant CARES Funds.**

**E. AN ORDINANCE NO. 20-FIN-21**

**(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating \$65,000 in reserved proceeds from the sale of the old Courthouse property and transferring such sum to the Capital Projects Fund Budget for the Violet Bank Restoration Project – Phase 1.**

**To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2020 and ending June 30, 2021, by appropriating for the Violet Bank Restoration Project – Phase 1 the \$65,000 transferred from the General Fund Budget.**

**F. November 10, 2020 Special Meeting Minutes**

**A motion was made by Mr. Frenier, seconded by Mr. Green, to adopt the Consent Agenda.**

**Vote: 7-0**

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

**Motion: UNANIMOUS PASS**

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

- A. AN ORDINANCE NO 20-32  
(First 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. Frenier, seconded by Mr. Green, to adopt Ordinance No. 20-32.**

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

**Motion: UNANIMOUS PASS**

- B. AN ORDINANCE NO 20-FIN-22  
(First 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.**

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**A motion was made by Mr. Frenier, seconded by Mr. Green, to adopt Ordinance No. 20-FIN-22.**

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

**Motion: UNANIMOUS PASS**

- C. A RESOLUTION NO 20-56**  
**Reaffirming Council's approval to grant full-time City employees a 2.5% cost of living salary increase.**

**A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Resolution No. 20-56.**

**Vote: 7-0**  
**Yes: Cherry**  
**Frenier**  
**Green, Jr.**  
**Piotrowski**  
**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.**

- A. AN ORDINANCE NO 20-26**  
**(Second Reading) To grant a special use permit to Enright Properties, LLC to permit a pawn shop at 651 Boulevard, also**

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**known as parcel identification number 4000020A01A, which is zoned BB – Boulevard Business District.**

**A motion was made by Mr. Green, seconded by Mr. Frenier, to adopt Ordinance No. 20-26.**

**Vote: 4-3**  
**Yes: Cherry**  
**Frenier**  
**Green, Jr.**  
**Piotrowski**  
**Wood**  
**No: Luck**  
**Kochuba**  
**Absent: None**  
**Abstained: None**

**Motion: PASS**

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

**A. City Manager**

**1. City Council Retreat Draft Agenda**

**Mr. Smith advised he had received a number of items from Council to be placed on the Retreat agenda; however, he had not included the presentation from the School Board Chair and Vice Chair. Mayor Kochuba advised he had spoken with Mrs. Coleman, School Board Chair, and she was willing to move their discussion with Council to a work session.**

**At the suggestion of Mr. Fisher, it was the consensus of Council to hold the joint School Board Work Session on February 16, 2021.**

**2. COVID-19 Grant Funding Update**

**Mr. Smith provided the following:**

- At the most recent EDA meeting, it was determined that the Small Business Grant would be open to 73 business with \$1,100 awarded to each approved applicant.**
- Confirmation by City staff that the COVID ambulance will be in service by December 30, 2020.**

- **COVID sanitation equipment has been purchased for City departments**

**3. Utility Billing Moratorium Update**

**Mrs. Minor advised that there was another delay in the utility billing cycle; however, staff was working with Tyler SIS to address the issue. Additionally, the moratorium will continue until Governor Northam ends it. Mrs. Minor advised that staff was developing a payment plan to address delinquent bills**

**4. General Activity Report**

**Mr. Smith reported on the following:**

- **The Flood Mitigation Grant Application was now in the review process.**
- **There had been an increased number of COVID calls from November.**
- **Mr. Flippen provided updates on the Dupuy Avenue Project noting the installation of sidewalks, curb and gutter, and the addition of a center lane allowing for the addition of two additional reconstructed travel lanes.**
- **Dates of interest for the upcoming City Holiday schedule.**
- **Trash collection issues and the upcoming presentation by Kim Hynes from Central Virginia Waste Management System to address Council's concerns relative to the trash collection issues.**

**B. City Attorney**

**Mr. Fisher asked that Council recall the contract between the City and Kroger for the sale of the Courthouse and the subsequent provisions within the contract specific to Kroger. Continuing, Mr. Fisher advised that Rebkee, the contractor interested in the property, was requesting that the provisions specific to Kroger be removed from the contract.**

**After further discussion, it was the consensus of Council to approve Rebkee's request.**

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

**Ms. Hall had nothing to report from the Planning Commission.**

**16. Adjournment**



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**There being no further business, a motion was made by Mr. Frenier, seconded by Mr. Green, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 9:38 P.M.**

**APPROVED:**

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**T. Gregory Kochuba, Mayor**

**ATTEST:**

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**Pamela B. Wallace, City Clerk**