

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, January 17, 2023

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
Councilwoman Elizabeth G. Luck
Councilman John E. Piotrowski
Councilwoman Dr. Laura F. Poe
Councilman John T. Wood
Vice-Mayor, Robert W. Wade
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

Dr. Poe read a Declaration for Ordinance 23-FIN-1, which was filed with the Clerk.

4. A Work Session on the following items:

- A. Discussion regarding a real property tax exemption request by Keystone Truck & Tractor Museum, Inc.**

Mayor Kochuba provided comments relative to the 2022 request made by Keystone Truck & Tractor Museum, Inc. (“Keystone”) for tax exemption status for 860 West Roslyn Road, which the Council denied; and explained the process that Council must follow to consider a second request. It was the unanimous decision of the Council to allow Mr. Keith Jones of Keystone to present a second request for tax exemption status for 860 W. Roslyn Road.

At this time, Mr. Jones explained that Keystone, a non-profit 501(c)(3) corporation, was exempted by the Council from paying real property tax on the museum at 880 W. Roslyn Road. Mr. Jones advised that he was seeking the same exempt status for the adjacent property and building at 860 West Roslyn Road. Mr. Jones advised the building was currently being used as a warehouse and restoration location for equipment to be displayed in the museum at 880 W. Roslyn Road. Continuing, Mr. Jones provided several proposed and future uses; however, he offered no specific plan

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for using the building. Mr. Jones stated that the tax exemption, based on the value of the building, was approximately \$15,000.

After the presentation, it was the consensus of the Council further to deliberate the request at the Council Retreat in February; and to notify Mr. Jones of the Council's decision.

B. Discussion Regarding Code Enforcement and Potential City Code Revisions

Mr. Smith recalled Mr. Wade's request to bring this item before Council, which will be further discussed at the Retreat. Mr. Smith advised that staff will review the presentation and discuss the topics, and prioritize items for discussion at the Council Retreat.

Before the presentation, Mr. Wade thanked staff, then provided comments stressing the growing need to change and/or define terms within the City Code.

Mr. Carter provided detailed comments; the process by which the following items are defined; violations of such identified; and how violations are addressed by Code Enforcement staff:

- Section 244-7 to 244-10 (Cutting or removal of vegetation and associated provisions) Tall Grass
- Section 273-36 (Storage of inoperable vehicles; violations and penalties)
- Section 244-11.1 (Exterior storage of objects and equipment)
- Section 244-14 (Supervision of collection; cans and containers)

After each section of the Code was presented and discussed, Council selected the following items to be discussed further at the Council Retreat:

- Tall Grass
- Vegetative Growth on structures
- Inoperable vehicles
- Vehicle parking in front yard
- 608 Hamilton Avenue

There was no action taken on the aforementioned items.

C. Discussion Regarding Temporary Closure of City Facilities

This item was a follow-up from the January 10, 2023 meeting at which time Commonwealth's Attorney, Gray Collins, requested City buildings be closed beginning at 2:00 P.M. January 24, 2023, in honor of the recent passing of the Honorable Judge Herbert Gill, Jr. Coordination efforts have been made with Mr. Craig Skalak, Recreation and Parks Director, that City flags be lowered to half-staff Friday, January 24, 2023, and information regarding Judge Gill's passing be made available to the public on the City website. However, City buildings will remain open on January 24, 2023.

D. City of Colonial Heights Audit Statement

In accordance with requirements in the Code of Virginia §15.2-2511, if a locality's audit is not completed as required by this statute, the locality must promptly post a statement on its website, if such website exists, with the following information:

- **The required audit is pending.**
- **The reasons for the delay.**
- **The estimated date of completion.**

City of Colonial Heights Audit Statement

The City of Colonial Heights audit for the fiscal year ending June 30, 2022 is pending. The major factors for the delay of the audit are the implementation of a new financial system and vacancies in various important positions related to the audit: the Director of Finance (vacant for a significant portion of FY 21-22) and the Deputy Director of Finance. The City of Colonial Heights finance team is working diligently to complete their tasks for the auditors to prepare the audit report. Our estimated date of completion for the audit report is January 31, 2023.

Mr. Smith advised he will be suggesting the same budget timeline, similar to that of last year; however, the budget will still be approved by the required date.

5. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

6. Advertised Public Hearings:

A. AN ORDINANCE NO. 23-FIN-1

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by \$420,727 consisting of 1) \$1,021 from DMV Select services, 2) \$9,539 from the Litter Grant, 3) \$11,860 from the Selective Enforcement Alcohol Grant, 4) \$937 from end of the year Shoe Fund donations, 5) \$2,000 from Sheriff donations, and 6) \$395,370 from end of the year unspent pavement preservation funds.

To amend the Water and Sewer Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by transferring \$140,885 in Contingency Funds from the General Fund Budget for Emergency sewer repair.

A motion was made by Dr. Poe, seconded by Mr. Wade, to approve Ordinance No. 23-FIN-1.

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Mr. Smith provided brief comments relative to the allocations listed in Ordinance No. 23-FIN-1 and addressed questions from Mayor Kochuba and Mr. Wood relative to the transfer of monies from general fund to contingency and such funds being moved back at year end.

There were no additional comments from the public or Council.

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

Motion UNANIMOUS PASS

4. Adjournment

There being no further discussion, a motion to adjourn the Special Meeting was made by Mr. Wade, seconded by Dr. Poe, and carried unanimously on voice vote at 8:07 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk