

CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, May 9, 2023

1. Call to Order

The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:00 P.M.

2. Roll Call

The following members of Council and Council's staff were present for roll call by the Clerk:

Present: Councilman Kenneth B. Frenier
Councilman John E. Piotrowski
Councilwoman Dr. Laura F. Poe
Councilman John T. Wood
Vice-Mayor Robert W. Wade
Mayor T. Gregory Kochuba

Absent: Councilwoman Elizabeth G. Luck

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 the Honorable John E. Piotrowski.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

5. Adoption of Agenda

A motion was made by Vice-Mayor Wade, seconded by Mr. Frenier, to approve the agenda as presented.

Vote: 6-0
Yes: Frenier
Piotrowski
Poe
Wade
Wood

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No: Kochuba
Absent: Luck
Abstained: None

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

Declarations were read by Dr. Poe, Mr. Frenier, Vice-Mayor Wade, and Mayor Kochuba then filed with the Clerk.

7. Commendations and Presentations

A. A PROCLAMATION

Proclaiming May 15 through 21, 2023, as *National Law Enforcement Officers' Memorial Week* in the City of Colonial Heights, Virginia.

B. Proclaiming the Week of May 21 through 27, 2023, as *National Emergency Medical Services Week* in the City of Colonial Heights, Virginia.

C. New City Employee Introductions
Introduction of new employees hired by the Police Department and Public Works Department.

The following new employees were introduced by their department directors:

Anna Polumbo – Police Department

Kevin Richie – Public Works

Ryan Ross – Public Works

D. Presentation of the City Manager's FY2023-2024 Proposed Annual Operating Budget

Mr. Smith provided the following highlights of the proposed FY23-24 City Operating Budget:

- Employee compensation to include a 5% COLA for full-time employees who are not included in the Public Safety Step Plan, increase the Pay Plan by 2%, and adjustments to salaries for City maintenance employees, and Public Safety personnel to an 80-hour schedule.

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- **Personnel adjustments to include Pay Grade of Senior Paralegal/Deputy City Clerk, the addition of full and part-time employees in the Sheriff's Office, Code Enforcement Officers budgeted as two part-time positions (had been budgeted as a full-time Building Inspector, and filled with part-time), change in administrative job title in the Commonwealth's Attorney Office, and add Victim Witness positions to the Pay Plan.**

- **Operating – Services increase adjustments include:**
 - **Richmond Regional Tourism membership**
 - **Virginia's Gateway Region membership**
 - **Crater Planning District Commission**
 - **Health Department**
 - **City share of Employee Health Insurance**
 - **Technology Costs**
 - **Third Party IT Support**
 - **Microsoft Office Subscriptions**
 - **Refuse Collection and Recycling**
 - **Chesterfield Shared Services Requests**

- **Equipment/Capital Highlights**
 - **Council Conference Room-Chambers upgrades**
 - **Sheriff's Office vehicle/equipment**
 - **Police patrol vehicles and an administration vehicle**
 - **Fire/EMS Equipment**
 - **Street Maintenance equipment and vehicle**
 - **Building Maintenance**
 - **Dunlop Fire Station Heat Pump**
 - **City Hall Alarm Panel**
 - **Recreation and Parks**
 - **Diesel Tractor/Trailer**
 - **Infield Groomer**
 - **IT Service Fund**
 - **Technology Replacement**
 - **Utilities/Water**
 - **Pick-up truck**
 - **Utility service truck**
 - **Utilities/Sewer**
 - **Pickup truck**
 - **Tractor w/ bushhog**

- **Use of Fund Balance**
 - **Capital Improvement Plan**

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- **Operating Budget**
- **Fee/Rate Change**
 - **Increase in Garbage/recycling rate**
 - **Increase in Meals Tax**
 - **Increase in Water/Sewer Rate**

Mr. Smith advised that Council would review the entire budget at the May 16, 2023 Work Session.

8. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

9. Written Petitions and Communications

- A. Kathy Temple-Harris, 613 Hamilton Avenue, requested to address Council regarding Code Enforcement in the City.**

Ms. Harris called in advance of the meeting to advised she would not attend the meeting.

10. Advertised Public Hearing

- A. A RESOLUTION NO 23-8
Approving the City of Colonial Heights Fiscal Years 2024-2028
Capital Improvement Plan.**

A motion was made by Vice-Mayor Wade, seconded by Dr. Poe, to adopt Resolution No. 23-8.

There being no comments from Mr. Smith, Mayor Kochuba opened the floor for public comments – there were none.

Council Comments:

Dr. Poe recalled previous discussion relative to the condition of several streets in the southern end of the City. Addressing Dr. Poe's comments, Mr. Smith advised he did not have a list of identified streets; however, he would provide a list to Council.

Addressing Mr. Wood's question relative to funding allocated from the Metropolitan Planning Organization (MPO), Mr. Flippen advised these funds were not reflected in the CIP document; however, funding continued to

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become available by the MPO. Echoing Dr. Poe's comments relative to street maintenance, Mr. Wood requested that consideration be made to utilize some of these funds for street maintenance around the City.

Mayor Kochuba requested staff to provide updated information relative to City projects including total project cost, available funding, and cost to the City.

Vote: 6-0
Yes: Frenier
Piotrowski
Poe
Wade
Wood
Kochuba
No: None
Absent: Luck
Abstained: None

Motion: UNANIMOUS PASS

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 22-12**
(Second Reading) Amending § 286-322.10 of Chapter 286, Zoning, of the Colonial Heights City Code by providing that the application fee for development of a wetland is \$350.
- B. AN ORDINANCE NO 23-FIN-4**
(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2021 and ending June 30, 2022, to appropriate \$1,496,638 to transfer to the School Board per the Memorandum of Understanding between the City Council and the School Board.
- C. AN ORDINANCE NO 23-FIN-5**
(Second Reading) Appropriating and providing funds for financing the City of Colonial Heights Public School Budget for

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the fiscal year beginning July 1, 2023 and ending June 30, 2024, and approving such budget.

- D. AN ORDINANCE NO 23-FIN-6**
(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by \$3,350 consisting of 1) a \$300 donation to the Sheriff's Department from the American Legion; and 2) \$3,050 in State Asset Forfeiture Funds to the Commonwealth Attorney's Office for a Cellebrite subscription to extract and collect digital data.

A motion was made by Dr. Poe, seconded by Vice Mayor Wade, to approve the Consent Agenda as presented.

Vote: 6-0
Yes: Frenier
Piotrowski
Poe
Wade
Wood
Kochuba
No: None
Absent: Luck
Abstained: None

Motion: UNANIMOUS PASS

13. Introduction and Consideration of Ordinances and Resolutions

- A. AN ORDINANCE NO 23-9**
(First Reading) Awarding a \$1,000 bonus to all year-round part-time employees employed on April 25, 2023, who are not participating in the Public Safety Step Plan.

A motion was made by Dr. Poe, seconded by Mr. Frenier, to approve Ordinance No. 23-6.

Mayor Kochuba recalled discussion of the proposed action with Mr. Smith adding that the same criteria was applicable for full-time employees.

Mr. Wood, recalling the information provided by Mr. Smith in the budget presentation, asked if the permanent part-time employees would receive the same proposed benefits, as listed in the budget as full-time employees. Addressing Mr. Wood's question, Mr. Smith advised that staff had not been

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consistent with this process in the past with some departments requesting increased compensation; however, Mr. Smith was not aware of what the specific percentages were. Mr. Smith continued to explain his request as stated in the budget letter to set aside funding to address sustainability and part-time pay adjustments should a department need assistance.

Vote: 5-1
Yes: Frenier
Piotrowski
Poe
Wade
Kochuba
No: Wood
Absent: Luck
Abstained: None

Motion: UNANIMOUS PASS

B. AN ORDINANCE NO 23-FIN-7

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023, by \$15,900 consisting of 1) \$5,900 in sale proceeds for a fire truck; and 2) a \$10,000 police donation from a citizen to purchase medical supplies.

To increase the emergency Response Fund Budget for the fiscal year beginning July 1, 2022 and ending June 20, 2023 by \$12,500, consisting of American Rescue Plan Act funds from the Virginia Tourism Commission.

To amend the Capital Projects Budget for the fiscal year beginning July 1, 2022 and ending June 30, 2023 by appropriating \$3,351 consisting of 1) \$1,676 in City bond funding; and 2) \$1,675 in grant funding from the Virginia Department of Conservation and Recreation.

A motion was made by Dr. Poe, seconded by Mr. Piotrowski, to adopt Ordinance No. 23-FIN-7.

Mr. Smith provided brief comments as well as Chief Anspach, who provided brief comments relative to the \$10,000 donation.

Vote: 6-0
Yes: Frenier

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Piotrowski

Poe

Wade

Wood

Kochuba

No: None

Absent: Luck

Abstained: None

Motion: UNANIMOUS PASS

C. A RESOLUTION NO 23-13

Approving the City of Colonial Heights Housing and Community Development Annual Action Plan and Budget for 2023-2024.

A motion was made by Dr. Poe, seconded by Vice-Mayor Wade, to approve Resolution No. 23-13.

Ms. Brandi Payne provided information related to the CDBG Program. Ms. Payne advised that the City had received approximately \$1.8M in annual funding since 2005 with \$96,493 received for FY23-24 and advised that funding levels were contingent upon approval of the federal budget. Continuing, Ms. Payne advised the funds would be used to support the home repair program for approximately ten home repair grants. She thanked staff in the Billing and Collections Office for their support in being proactive in promoting the program.

At the end of Ms. Payne's presentation, Mr. Smith advised Council that Ms. Payne had accepted another position with HUD and this would be her last meeting.

There being no additional discussion, Mayor Kochuba called for the vote.

Vote: 6-0

Yes: Frenier

Piotrowski

Poe

Wade

Wood

Kochuba

No: None

Absent: Luck

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

At the request of Mr. Smith, Mr. Todd Flippen gave a brief update on recent grant projects which included SMART Scale, the Appomattox River Greenway Trail Phase 6, and the Boulevard Sidewalks.

Mr. Wood commended Mr. Flippen and his staff for their diligence in pursuing various grant opportunities for many projects.

Mr. Smith reminded those in attendance of the upcoming Ft. Clifton Festival scheduled for May 13-14 and the Native American National Baseball Team Games scheduled May 12-14 at Shepherd Stadium.

B. City Attorney

Mr. Fisher advised of two specific contracts which he has or will be reviewing; one for an outside IT contractor, ProActive, and an additional major contract for work on rehabilitation and repair of City sewer mains.

Mr. Fisher reported he has been assisting the Planning Department in drafting and reviewing Code Enforcement violation letters to encourage residents to remedy various violations. Mr. Fisher commended the Planning staff for their efforts to enforce the City's current code provisions.

Continuing, Mr. Fisher advised that the online FOIA platform was now operational, and his office is encouraging the use of the FOIA portal. Mr. Fisher commended Mrs. Tomlin for her efforts in initiating the use and implementation of the program. Additionally, Mr. Fisher asked Chief Anspach if he would thank Major Ruxer and Franklin McQuage of the Police Department for their efforts and involvement in the operation of the program.

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To conclude, Mr. Fisher acknowledged Ms. Payne's contribution to the Planning Department and thanked her for her efforts in assisting his office during her tenure with the City.

C. Director of Planning and Community Development

Mr. Carter echoed Mr. Fisher's comments relating to Ms. Payne, noting her assistance upon his arrival and appointment as the Director of Planning. Mr. Carter provided updates on the Planning Commissions discussion of the Short-Term Rental Agreement and advised he will present additional findings to Council at a later date. Additionally, Mr. Carter provided updates on Code Enforcement and providing additional comments relating to the increase in Administrative Fees. Mr. Carter advised that his staff developed a brochure providing information to residents regarding the schedule to address violations and administrative fees.

16. Adjournment

There being no further business, a motion was made by Dr. Poe, seconded by Vice-Mayor Wade, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 8:51 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk