



**Colonial Heights
City Council Special Meeting
October 14, 2025
6:15 pm**



**Colonial Heights
City Council Regular Meeting
October 14, 2025
7:00 pm**

Colonial Heights City Council Meeting

October 14, 2025



- 1. Call to Order**
- 2. Roll Call**
- 3. Devotion – The Honorable Tricia L. Palmer**
- 4. Pledge of Allegiance**
- 5. Adoption of Agenda**
- 6. Declarations of Personal Interest**

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7. Commendations And Presentations:

A. Introduction Of Andrew A. Meyer, Newly Appointed City Attorney.

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7. Commendations And Presentations:

B. A PROCLAMATION

Designating The Month Of October 2025 As "Domestic Violence Awareness And Prevention Month" In The City Of Colonial Heights, Virginia.

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7. Commendations And Presentations:

C. Introduction of New Assistant Fire Chiefs in the Fire & EMS Department.

Fire Chief David Bailey to introduce Assistant Fire Chief Steven Gilliam and Assistant Fire Chief Stephen Hoke.

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8. Reading of Manner Addressing Council

ANY MEMBER OF THE PUBLIC addressing the Council shall approach the lectern, give his name and address in an audible tone of voice for the record, **AND ADDRESS THE COUNCIL AS A BODY RATHER THAN SPEAK TO ANY MEMBER.** Unless further time is granted by the Council, **ANY MEMBER OF THE PUBLIC** shall address the Council for a maximum of five (5) minutes, regardless of the number of issues he desires to discuss. **PROVIDED** however, that the main proponent of any application, petition, or plan that is the subject of a public hearing shall be allowed to address the Council initially for a maximum of ten (10) minutes and later in rebuttal for a maximum of three (3) minutes.

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9. Written Petitions and Communications By Members of the Public and Council Members

A. Review And Consider A Special Use Permit Allowing Additional Companion Animals At 232 Virginia Avenue.

Ms. Beth Knight, 232 Virginia Avenue, is requesting a Special Use Permit to temporarily foster up to five "bottle baby" kittens as such time arises.

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10. Advertised Public Hearings

None

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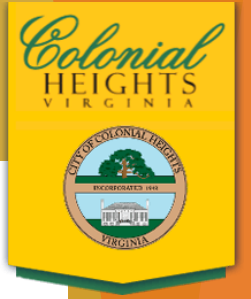
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11. Hearing of Citizens Generally on Non-Agenda Items

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

A. AN ORDINANCE NO 25-17

(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that removes the Building Inspector position; eliminates the Recreation Specialist III position; adds Recreation Supervisor and Recreation Supervisor - Senior Center as new full-time positions; adopts the corresponding job descriptions and class specifications for such new positions; amends the job description for Recreation Specialist II; and revises the language in the last paragraph under Part-Time/Seasonal/Temporary Positions to provide flexibility in pay based on experience.



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

B. AN ORDINANCE NO 25-FIN-13

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, by appropriating \$640,733, consisting of: 1) \$150,000 in state grant funds from the Virginia 9-1-1 Services Board to Public Safety and to Intergovernmental Revenues; 2) \$5,000 in state grant funds from the Virginia Risk Sharing Association to Public Safety and to Intergovernmental Revenues; 3) \$3,000 in grants to General & Financial Administration and to Intergovernmental Revenues; 4) \$64,328 in Restricted Fund Balance to Public Safety and to Miscellaneous; 5) \$38,441 in Insurance Recoveries to Public Safety and to Miscellaneous; and 6) \$379,964 in Unassigned Fund Balance to Miscellaneous and to Debt & Transfers.



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

B. AN ORDINANCE NO 25-FIN-13 continued...

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, by appropriating \$4,861 in Virginia Department of Transportation Funding to Intergovernmental Revenue and to Boulevard Sidewalks Project and by transferring \$30,182 from White Bank Park – Pavilion Roof and Lights Project to Park Improvements Project.

To amend the Stormwater Fund Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, by transferring \$379,964 from the General Fund to Miscellaneous and to Stormwater.



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

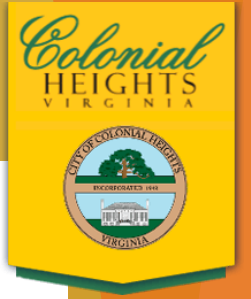
C. AN ORDINANCE NO 25-FIN-14

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2024 and ending June 30, 2025, by appropriating \$16,192, consisting of: 1) \$3,200 in federal Judge Advocate General funds administered by the Virginia Department of Criminal Justice to Public Safety and to Intergovernmental Revenues and 2) \$12,992 in Restricted Fund Balance to Public Safety and to Miscellaneous.

The General Fund Budget is also amended by transferring \$339,701 from Nondepartmental to Health and Social Services.

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

D. August 12, 2025 Special Meeting Minutes

E. August 12, 2025 Regular Meeting Minutes

F. September 9, 2025 Special Meeting Minutes

G. September 9, 2025 Regular Meeting Minutes



13. Introduction And Consideration Of Ordinances And Resolutions:

A. AN ORDINANCE NO. 25-20

(First Reading) To adopt a revised General Pay Plan Class and Salary Range that removes the Code Enforcement Supervisor position; adds Code Enforcement Inspector to Grade 14; adds Radio System Specialist to the list of Part-time/ Seasonal/ Temporary positions; and adopts the corresponding job descriptions and class specifications for such new positions.

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13. Introduction And Consideration Of Ordinances And Resolutions:

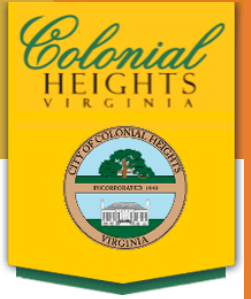
B. A RESOLUTION NO 25-FIN-15

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2025 and ending June 30, 2026, by appropriating \$27,789, consisting of: 1) \$21,018 in Federal Selective Enforcement grant funds from the National Highway Traffic Safety Administration administered by the Virginia Department of Motor Vehicles to Public Safety and to Intergovernmental Revenues; 2) \$5,000 in Restricted Fund Balance to Public Safety and to Miscellaneous; and 3) 1,771 in donations to Human Services and to Miscellaneous.

The General Fund Budget is also amended by transferring \$36,069 from Nondepartmental to General & Financial.

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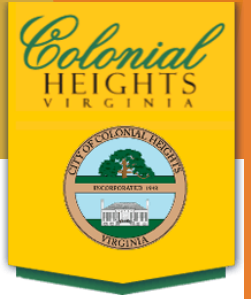
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13. Introduction And Consideration Of Ordinances And Resolutions:

C. A RESOLUTION NO 25-54

Authorizing the submission of a request to the Tri-Cities MPO for additional funding up to \$181,965 for the Boulevard spur of the Appomattox Regional Trail project; authorizing the transfer of Transportation Alternatives Program (TAP) fund allocations from the Tri-Cities Statewide TAP Balance Entry UPC 70466 to UPC 121417; committing to pay the 20% local match for the funding transfer (\$36,393); and providing for future maintenance and upkeep of completed projects.



13. Introduction And Consideration Of Ordinances And Resolutions:

D. A RESOLUTION NO 25-55

Authorizing the City Manager to sign and submit on behalf of the City an Annuity Death Claim and associated documents related to a potential monetary bequest to the Colonial Heights Animal Shelter.

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14. Unfinished Business, Contested Ordinances And Resolutions, And Items Removed From The Consent Agenda

A. AN ORDINANCE NO 25-16

(Second Reading) To grant a special use permit to Duane Rankin on behalf of American Behavioral Health Group, LLC allowing an approximate 135-foot-long, 7-foot-high aluminum picket fence with gate and automatic gate opener to be installed in front of the building line at 439 Jennick Drive. The property, also known as parcel identification number 68215600001, is comprised of approximately 3.32 acres and is zoned GB (General Business).

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15. Reports of Officers and Documents Related Thereto:

A. City Manager

1. General Activity Report

Dates of Interest

October 2025	November 2025	December 2025
Oct. 21st (6:00 pm) – City Council Special Meeting–Council Chambers	Nov. 5 th (6:00 pm) – Planning Commission Meeting - Council Chambers	Wed., Dec. 3rd (6:00 pm) Planning Commission Meeting – Council Chamber
	*Wed. Nov. 12 th (7:00 pm) – City Council Regular Meeting–Council Chambers	Tues., Dec. 9th (7:00 pm) City Council Regular Meeting – Council Chambers
	Nov. 18 th (6:00 pm) – City Council Special Meeting– Council Chambers	Tues., Dec. 16th (6:00 pm) City Council Special Meeting – Council Chambers (Tentative)

CITY HOLIDAYS

- Tuesday, November 11, 2025 (Government Offices Closed)
- Thursday, November 27, 2025 & Friday, November 28, 2025 (Government Offices Closed)
- Wednesday, December 24, 2025 & Thursday, December 25th, 2025 (Government Offices Closed)

CITY ACTIVITIES/EVENTS

- **Oktoberfest:** Saturday, October 25, 2025 from 2pm-6pm at White Bank Park. Visit www.colonialheightsva.com for more information and details.
- **Annual Tree Lighting Event:** Saturday, November 22, 2025 from 6pm-8pm at the CH Courthouse. We will have craft vendors, community service organizations, food and crafts!
- **75th Annual Christmas Parade:** Tuesday, December 2, 2025 at 7pm on the Boulevard!



15. Reports of Officers and Documents Related Thereto:

A. City Manager

2. City of Colonial Heights Audit Statement

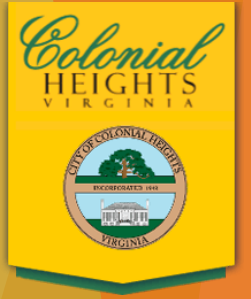
In accordance with requirements in the Code of Virginia § 15.2-2511, if a locality's audit is not completed as required by this statute, the locality must promptly post a statement on its website with the following information:

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

City of Colonial Heights Audit Statement

The City of Colonial Heights audit for the fiscal year ending June 30, 2024 is pending. The major factor for the delay of the audit is: delay in completion of the audit for the fiscal year ending June 30, 2023 resulting in significant delay in the year-end close and audit work for the fiscal year ending June 30, 2024. Our estimated date of completion for the audit report is October 31, 2025.

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15. Reports of Officers and Documents Related Thereto cont.:

B. City Attorney

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15. Reports of Officers and Documents Related Thereto cont.:

C. Director Of Planning And Community Development

1. Planning Boards & Commissions Summary



16. Adjournment

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