

**ACTIONS
COLONIAL HEIGHTS CITY COUNCIL**

October 14, 2025

APPOINTMENTS BY RESOLUTION:

A RESOLUTION NO 25-55A

Appointing Blake Underhill as a student representative member of the Transportation Safety Commission for a one-year term beginning November 1, 2025.

A RESOLUTION NO 25-56

Appointing Charles C. Townes, II and Carl Kohan as members of the Board of Architectural Review, each for a four-year term beginning November 1, 2025.

COMMENDATIONS AND PRESENTATIONS:

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

A Proclamation proclaiming the month of October 2025 as “Domestic Violence Awareness and Prevention Month” in the City of Colonial Heights, Virginia.

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

Assistant Fire Chief Steven Gilliam and Assistant Fire Chief Stephen Hoke.

WRITTEN PETITIONS AND COMMUNICATIONS BY MEMBERS OF THE PUBLIC AND COUNCIL MEMBERS:

Review and Consider a Special Use Permit allowing additional companion animals at 232 Virginia Avenue. (APPROVED with no conditions)

ADVERTISED PUBLIC HEARINGS:

There were none.

HEARING OF CITIZENS GENERALLY ON NON-AGENDA ITEMS

Kim Tucker, 1219 Elmwood Drive – Requested that the public hearing for the re-zoning of the 82.7 acres in Mount Pleasant Acres be held at the Middle School. Additionally, Ms. Tucker asked when the meeting notice would be advertised.

CONSENT AGENDA MINUTES, ORDINANCES AND RESOLUTIONS (UNANIMOUS PASS)

AN ORDINANCE NO 25-17 (UNANIMOUS PASS)

(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.

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.

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.

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.

August 12, 2025 Special Meeting Minutes

August 12, 2025 Regular Meeting Minutes

September 9, 2025 Special Meeting Minutes

September 9, 2025 Regular Meeting Minutes

INTRODUCTION AND CONSIDERATION OF ORDINANCES AND RESOLUTIONS:

AN ORDINANCE NO 25-20 (UNANIMOUS PASS)

(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.

AN ORDINANCE NO 25-FIN-15 (UNANIMOUS PASS)

(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.

A RESOLUTION NO 25-55 (UNANIMOUS PASS)

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.

A RESOLUTION NO 25-55 (UNANIMOUS PASS)

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.

UNFINISHED BUSINESS, CONTESTED ORDINANCES AND RESOLUTIONS, AND ITEMS REMOVED FROM THE CONSENT AGENDA:

AN ORDINANCE NO 25-16 (PASS 5-2)

(First 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 opening 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).

Submitted by:

Pamela B. Wallace, CMC
City Clerk