



COLONIAL HEIGHTS CITY COUNCIL AGENDA

REGULAR MEETING CITY HALL

Council Members

Kenneth B. Frenier
Elizabeth G. Luck
John E. Piotrowski
Dr. Laura F. Poe
John T. Wood
Robert W. Wade, Vice-
Mayor
T. Gregory Kochuba,
Mayor

February 13, 2024

7:00 PM

1. Call To Order
2. Roll Call
3. Devotion - The Honorable Dr. Laura F. Poe
4. Pledge Of Allegiance
5. Adoption Of Agenda
6. Declarations Of Personal Interest
7. Commendations And Presentations
 - A. 70th Annual Christmas Parade Award Winners And Recognizing JW Electric And Keystone Tractor Museum For Their Donations Of Time And Resources.

Documents:

[2023 CHRISTMAS PARADE AWARD WINNERS PRESENTATION.PDF](#)
 - B. Introduction Of New Staff In The Commonwealth Attorney's Office.

Commonwealth Attorney, Gray Collins, to introduce Senior Assistant Commonwealth Attorney Stephen Kirby Armstrong, Assistant Commonwealth Attorney Jessica Cooper, and Assistant Commonwealth Attorney, Olivia Rose Tanner.
8. Reading Of Manner Of 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 one time 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.
9. Written Petitions And Communications By Members Of The Public And Council Members
10. Advertised Public Hearings:
 - A. Public Hearing On A Tourism Improvement District Plan For The City Of Colonial

Heights

Documents:

[EX SUM TID PUBLIC HEARING.PDF](#)
[RESOLUTION NO. 24-1.PDF](#)
[COLONIAL HEIGHTS TID PLAN.PDF](#)
[NOTICE OF PUBLIC HEARING-RESO 24-1.PDF](#)

B. A RESOLUTION NO 24-6

Approving amendments to the Lease Agreement between the City of Colonial Heights and Collegiate Baseball Experience that concern the expiration date, schedule of lease payments, and alcohol sales; and authorizing the City Manager to sign the document titled "Amendments to Lease Agreement".

Documents:

[EX SUMMARY CBE AGREEMENT AMENDMENTS.PDF](#)
[2024 AMENDMENT TO LEASE-CBE.PDF](#)
[A RESOLUTION NO 24-6.PDF](#)

11. Hearing Of Citizens Generally On Non-Agenda Items

12. Consideration Of Uncontested Minutes, Ordinances, Resolutions, And Motions In Accordance With The Consent Agenda

A. AN ORDINANCE NO 24-FIN-1

(Second Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, by appropriating a total of \$168,392, consisting of 1) \$168,092 in grant funds from the Department of Criminal Justice to the Police Department for the Colonial Heights 2024 Firearm Intervention and Prevention Program; and 2) \$300 in donations from citizens to the Police Department for the 2024 Honors and Awards Banquet.

Documents:

[EX SUMMARY 24-FIN-1.PDF](#)
[RECAP ORDINANCE 24-FIN-1.PDF](#)
[DCJS GRANT.PDF](#)
[AN ORDINANCE NO 24-FIN-1.PDF](#)

B. January 16, 2024 Special Meeting Minutes

Documents:

[JANUARY 16 SPECIAL MTNGFINAL.PDF](#)

C. January 16, 2024 Regular Meeting Minutes

Documents:

[JANUARY 16 REGULAR MTNGFINAL.PDF](#)

D. January 30, 2024 Special Meeting Minutes

Documents:

13. Introduction And Consideration Of Ordinances And Resolutions

A. AN ORDINANCE NO 24-1

(First Reading) To adopt a revised General Pay Plan Class and Salary Range that adds in the new position of Crime Analyst to the Pay Plan and adopts its corresponding job description and class specification; such position being funded through a grant awarded by the Department of Criminal Justice Services through 2025.

Documents:

[EX SUMMARY-ORDINANCE NO 24-1.PDF](#)
[GENERAL PAY PLAN CLASS AND SALARY RANGE.PDF](#)
[CRIME ANALYST JOB DESCRIPTION.PDF](#)
[AN ORDINANCE NO 24-1.PDF](#)

B. AN ORDINANCE NO 24-2

(First Reading) Approving a Deed of Easement with MDC Coast 12, LLC, whereby the City grants MDC Coast 12, LLC a ten-year greenspace easement over approximately 9,880 square feet of Cedar Lane; and rescinding Ordinance No. 22-19.

Documents:

[EX SUMMARY ORD 24-2.PDF](#)
[DEED OF EASEMENT TO MDC COAST 12 LLC.PDF](#)
[PLAT-EX.CONDITIONS-DEMO PLAN-RIO.PDF](#)
[REPEAL- ORDINANCE NO. 22-19.PDF](#)
[AN ORDINANCE NO 24-2.PDF](#)

C. AN ORDINANCE NO 24-FIN-2

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating a total of \$422,176 consisting of: 1) \$255,000 in unassigned fund balance and transfer to the Water & Sewer Fund Budget for emergency sewer repairs; 2) \$145,154 in assigned fund balance and transfer to the Capital Projects Fund Budget for the Appomattox River Trail – Phase V; 3) \$10,640 in grant funds from the State Aid Grant to the Library for the purchase of three Apple Vision Pros; 4) \$10,382 in State Asset Forfeiture funds to the Commonwealth's Attorney; and 5) \$1,000 in donations to the Police Department for the 2024 Honors and Awards Banquet. \$2,165 is transferred from Public Works to Nondepartmental so that litter abatement funds are in the correct department budget.

To amend the Capital Projects Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating a total of \$725,769, consisting of 1) \$580,615 in federal funds from the Tri-Cities Area Metropolitan Planning Organization to the Appomattox River Greenway Trail – Phase V project; and 2) \$145,154 in assigned fund balance from the General Fund Budget for the Appomattox River Trail – Phase V project.

To amend the Water & Sewer Fund Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024, by appropriating \$255,000 in unassigned fund balance from the General Fund Budget for emergency sewer repairs.

Documents:

[EX SUMMARY 24-FIN-2.PDF](#)

[RECAP ORDINANCE 24-FIN-2.PDF](#)
[TRI-CITIES AREA MPO RESOLUTION.PDF](#)
[AN ORDINANCE NO. 24-FIN-2.PDF](#)

D. AN ORDINANCE NO 24-FIN-3

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, by 1) transferring \$53,109 from Public Safety to Transfers to Other Funds to correct a budget entry error; and 2) appropriating \$26,902 in additional federal funding to the Community Development Block Grant.

Documents:

[EX SUMMARY 24-FIN-3.PDF](#)
[ORDINANCE NO. 24-FIN-3 RECAP.PDF](#)
[AN ORDINANCE NO. 24-FIN-3.PDF](#)

E. A RESOLUTION NO 24-7

Committing to fund in full the shortage amount for the Appomattox River Greenway Trail Phase V project; and after committing, to accept Transportation Alternative Program funds to pay 80% of the shortage.

Documents:

[EX SUMMARY RESOLUTION 24-7.PDF](#)
[A RESOLUTION NO 24-7.PDF](#)

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

15. Reports Of Officers And Documents Related Thereto

A. City Manager

1. General Activity Report

Documents:

[EX SUM CM ACTIVITY REPORT.PDF](#)
[DATES OF INTEREST - CM REPORT FEB 2024.PDF](#)

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, 2023 is pending. The major factors for the delay of the audit are: 1) implementation of a new financial system; 2) turnover in critical staff related to completion of the audit, specifically the Director of Finance. The City of Colonial Heights finance team is working diligently to complete their tasks for the auditors to prepare the FY23 audit report. Our estimated date of completion for the audit report is March 29, 2024.

B. City Attorney

C. Director Of Planning And Community Development

1. Planning Boards & Commission Summary

Documents:

[EX SUM PLANNING SUM 02_2024_FINAL.PDF](#)
[202402_PC_PLANNING SUMMARY_FINAL.PDF](#)

16. Adjournment