

**CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, June 13, 2023**

1. Call to Order

The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:05 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
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, Clerk

Mr. Wade stated he was unable to attend the meeting in person due to a personal matter, a vacation; and that he was participating remotely from Myrtle Beach, SC. This is Mr. Wade's first time participating remotely this calendar year.

A motion was made by Mayor Kochuba, seconded by Mr. Wood, to allow Mr. Wade to participate remotely,

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

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Abstained: None

3. Devotion

A devotional prayer was led by the Honorable Dr. Laura F. Poe.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

At this time, Mayor Kochuba recognized Mrs. Lia Tremblay from the School Board.

5. Adoption of Agenda

A motion was made by Dr. Poe, seconded by Mr. Piotrowski, to approve the agenda as presented.

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

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

Declaration was read by Dr. Poe and Mr. Frenier then filed with the Clerk.

7. Commendations and Presentations

- A. A PROCLAMATION**
Designating June 15, 2023, as World Elder Abuse Awareness Day in the City of Colonial Heights, VA.
- B. Introduction of New Employees hired by the Finance Department and the Information Technology Department.**

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8. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

9. Written Petitions and Communications

There were none.

10. Advertised Public Hearing

- A. AN ORDINANCE NO 23-12
(Second Reading) To amend and reordain § 277-9 of Chapter 277, Water, of the Colonial Heights City Code to increase charges for water usage.**

A motion was made by Dr. Poe, seconded by Vice-Mayor Wade, to approve Ordinance No. 23-12.

Mr. Smith had no additional comments; however, Mayor Kochuba advised charges for water uses come from the enterprise fund.

Public Comment:

Randolph Thomas, 540 Roslyn Avenue – Spoke in opposition of the proposed increase.

Council Comment: None

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

Motion: UNANIMOUS PASS

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- B. AN ORDINANCE NO 23-13
(Second Reading) To amend and reordain § 238-8 of Chapter 238, Sewers and Sewage Disposal, of the Colonial Heights City Code to increase charges for sewer service.**

A motion was made by Dr. Poe, seconded by Mrs. Luck, to approve Ordinance No. 23-13.

There were no comments from staff, the public, or Council.

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

Motion: UNANIMOUS PASS

- C. AN ORDINANCE NO 23-14
(Second Reading) Amending § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code by modifying the monthly charges for solid waste collection and disposal and for the collection and recycling of recyclable material.**

A motion was made by Dr. Poe, seconded by Mr. Frenier, to adopt Ordinance No. 23-14.

Mr. Piotrowski expressed his concern relative to the length of the contract (10 years) and asked if staff could receive information on how much the rates would increase each year.

Public Comments:

Larry Brown, 311 Brook Edge Drive – Advised of the number of empty recycling receptacles around the City.

Council Comments: None

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Vote: 6-1
Yes: Frenier
Poe
Wade
Wood
Luck
Kochuba
No: Piotrowski
Absent: None
Abstained: None

Motion: PASS

D. AN ORDINANCE NO 23-15
(Second Reading) To amend and reordain § 258-42.2 of
Chapter 258, Taxation, of the Colonial Heights City Code to
increase the tax levy for prepared meals.

A motion was made by Mrs. Luck, seconded by Mr. Frenier, to approve Ordinance No. 23-15.

Mr. Smith recalled Council's previous approval on first reading of a \$0.05 increase of the Meals Tax.

Public Comment:

Larry Brown, 311 Brook Edge Drive – Spoke to the effect this increase would have on tips due to the proposed increase.

Council Comment:

Mr. Wood reiterated Mr. Brown's comments, further advising he had received similar comments from restaurant owners.

Mr. Frenier reminded those in attendance that half of the revenue from the proposed increase would go to City Schools.

Mayor Kochuba recalled the development of a proposed step plan and increase in Public Safety salaries and the proposed increase would enable staff to move forward with the plan.

Vote: 6-1
Yes: Frenier

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Luck
Poe
Wade
Wood
Kochuba
No: Piotrowski
Absent: None
Abstained: None

Motion: PASS

E. AN ORDINANCE NO 23-16
(Second Reading) To adopt a revised General Pay Plan Class and Salary Range that increases the minimum and maximum of each grade's salary range by a minimum of 2%; adds in the existing positions of Victim Witness Program Assistant/Court Advocate and Victim Witness Program Director to the Pay Plan and adopts the corresponding job descriptions and class specifications; changes the salary grade, job description, and class specifications of the Senior Paralegal/Deputy City Clerk; revises the salary grade and starting salaries of numerous Public Works employees; and increases the pay range for certain part-time positions.

To adopt a revised Public Safety Pay Plan that provides 2% increases between steps for the majority of steps; increases by 6% or more the pay grade of non-supervisory employees; increases by 5-6% the pay grade of supervisory employees; changes all Offices, Sergeants, and Lieutenants in the Police Department to an 80-hour pay rate; consolidates all Emergency Medical Technician (EMT) pay grades to create a new Firefighter -EMT pay grade; and increases the pay for the Firefighter-Intermediate pay grade by 2% higher than the Firefighter-EMT pay grade.

Mr. Smith had no additional comments relative to the proposed ordinance and there were no comments from the public or Council members.

Vote: 6-1
Yes: Frenier
Luck
Wade
Wood
Kochuba

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No: Piotrowski
Absent: None
Abstained: Poe

Motion: PASS

11. Hearing of Citizens Generally on Non-Agenda Items

Larry Brown, 311 Brook Edge Drive – Inquired if the City was part of the Wireless Emergency Alert System.

Addressing Mr. Brown’s questions, Deputy Fire Chief Kissner advised that the City utilized the Civic Ready program; however, there was currently no iCall program in place. Mayor Kochuba requested an update as to the implementation of iCall.

Randolph Thomas, 540 Roslyn Avenue – Spoke to the condition of some city properties and Code Enforcement of such properties.

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

**A. AN ORDINANCE NO 23-10
(Second Reading) Funding for a percentage of personal property tax relief on qualifying vehicles for 2023 and 2024; and providing for tax levies on personal property for the 2024 tax year, for general municipal purposes.**

**B. AN ORDINANCE NO 23-11
(Second Reading) Providing for a levy on all real estate located in the City not exempt for the majority of steps; increases by 6% or more the pay grade of non-supervisory from taxation to be fixed add \$1.20 for the tax year commencing January 1, 2024 and ending December 31, 2024 for general municipal purposes.**

**C. AN ORDINANCE NO 23-FIN-7
(Second 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.**

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To increase the Emergency Response Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 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.

- D. AN ORDINANCE NO 23-FIN-10
(Second Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the objects and purposes stated herein.**
- E. AN ORDINANCE NO 23-FIN-11
(Second Reading) Adopting the budgets for various funds for the fiscal year beginning July 1, 2023, and ending June 30, 2024, and appropriating the estimated revenues for the year for the principal purposes stated.**
- F. February 14, 2023 Regular Meeting Minutes**
- G. April 11, 2023 Special Meeting Minutes**
- H. May 9, 2023 Special Meeting Minutes**

A motion was made by Dr. Poe, seconded by Mrs. Luck, to approve the Consent Agenda as presented.

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

Motion: UNANIMOUS PASS

13. Introduction and Consideration of Ordinances and Resolutions

A. AN ORDINANCE NO 23-FIN-8

(First Reading) To amend the General Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, by appropriating \$14,025 consisting of: 1) \$5,934 to the Police Department from State Forfeiture funds, 2) \$2,844 to the Police Department from K9 donations, and 3) \$5,247 in DMV Select revenue to the Treasurer's Office. Transferring \$414,000 from Non-Departmental to Health and Social Services to cover Comprehensive Service expenditures; and transferring \$72,023 from Other Local Taxes to Intergovernmental Revenue for additional funds awarded through an SRO grant.

To amend the Recreation Fund for fiscal year beginning July 1, 2022 and ending June 30, 2023 by appropriating \$1,000 from the Beautification Fund Balance to cover the expenses from the Arbor Day commemoration.

A motion was made by Dr. Poe, seconded by Mrs. Luck, to approve Ordinance No. 23-FIN-8.

Mr. Smith provided clarifying information relative to the appropriations explained in the proposed ordinance. Addressing Mayor Kochuba's question relative to the increase in special services for Special Education, Mr. Smith advised that the number of cases had increased and the cost for particular types of specialty services had increased as well. Mr. Fisher added that many of the services are mandated by the state.

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

Motion: UNANIMOUS PASS

B. A RESOLUTION NO 23-18

Approving the following: 1) salary adjustments for full-time Public Safety employees as provided for in the Public Safety Step Plan the City Manager recommends; 2) a 5% salary increase for each full-time employee who is not included in the Public Safety Step Plan and who is currently not at the top of the employee's salary grade; 3) compensation for any full-time employee who will not receive a full 5% salary increase due to being at the top of the employee's salary grade; and 4) additional salary adjustments the City Manager recommends for some full-time maintenance employees.

A motion was made by Mayor Kochuba, seconded by Dr. Poe, to approve Resolution No. 23-18.

Mr. Smith provided additional clarifying comments relative to the proposed adjustments noted in Resolution No. 23-18. He also stated that the proposed increases would adjust the salaries of the above-noted employees to be more competitive with the private sector and surrounding localities public safety personnel.

Staff recommended compensation/pay adjustment implementation effective June 21, 2023 (the beginning of the pay period that includes July 1).

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

Motion: UNANIMOUS PASS

C. A RESOLUTION NO 23-19

Approving the City Manager's Fiscal Year 2023-2024 Proposed Annual Operating Budget.

A motion was made by Mr. Frenier, seconded by Dr. Poe, to adopt Resolution No. 23-19.

There was no discussion.

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

Motion: UNANIMOUS PASS

14. Unfinished Business, Contested Ordinances and Resolutions, And Items Removed from the Consent Agenda.

- A. AN ORDINANCE NO 23-9**
(Second 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 Mrs. Luck, to approve Ordinance No. 23-9.

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

Vote: 6-1
Yes: Frenier
Piotrowski
Poe
Wade
Luck
Kochuba
No: Wood
Absent: None
Abstained: None

Motion: PASS

15. Reports of Officers and Documents Related Thereto.

A. City Manager

- 1. Discussion regarding a water/sewer service connection request outside the City limits.**

Mr. Smith advised the property owners at 642 Norwood Drive (outside the City limits) requested to connect to the City's water and sewer system. He noted that the connections should not need to cross over other private property to connect to the City water and sewer mains. Should the connections be approved, the property owners will be required to pay for the cost of the connections and the rates that the City charges for water and sewer service outside of the City limits. Additionally, a tri-party agreement with Chesterfield County, the City, and the property owners must be drafted and approved by all parties prior to any connection.

It was the recommendation of staff to move forward with the tri-party agreement for the requested property and to approve criteria for future staff-recommended requests.

Addressing Mr. Wood's concerns relative to the continued extension of service, Mr. Flippin advised that the requested property must be adjacent to the city's existing water main. Mr. Wood stated that the contract should include a clause which does not allow for the extension of service other than to be used by the contracted property owner.

A motion was made by Dr. Poe, seconded by Mr. Piotrowski, approve future staff-recommended criteria for water/sewer service connections as stated above.

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

Motion: UNANIMOUS PASS

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A second motion was made by Mayor Kochuba, seconded by Dr. Poe, to approve the requested water/sewer connection at 642 Norwood Drive.

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

Motion: UNANIMOUS PASS

2. General Activity Report

Mr. Smith provided brief comments relative to the upcoming Council meeting schedule advising that the July work session would be determined later and that there would be no August work session.

Mayor Kochuba requested Mr. Smith to provide Council with updates from the Council Retreat. Additionally, at the request of Mrs. Luck, Mr. Flippen provided an update on the status of the fountain and the condition of the pond at the roundabout.

B. City Attorney

Mr. Fisher advised of his review of the ProActive contract for outside IT work due to the demand over that which can be provided by City IT staff. Mr. Fisher reported that after much discussion and review the contract has been agreed upon by both staff and proactive and will be signed before the end of June.

Additionally, Mr. Fisher advised he had received comments from the Planning Department on his draft Sign Ordinance and was hoping he would be able to finalize the ordinance for submission to the Planning Commission for their review and comments.

Mr. Fisher provided comments on the High School Sidewalk Project. Mr. Fisher advised that the project was ready to begin and was ready for his office to prepare the deeds. Mr. Fisher was confident that due to a majority of the

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sidewalks being in the City right-of-way, there would not be much land acquisition. Mr. Fisher also provided comments relative to the installation of a second turn lane at the Temple Avenue/Boulevard intersection. This project will involve more land acquisition than the previously noted project.

There was a brief discussion by Council as to the initial approval of the Temple Avenue/Boulevard project with Mr. Flippin clarifying that the project had been in the CIP for a couple of years and was a 100% federal and state funded project.

C. Director of Planning and Community Development

Mr. Carter had nothing to report relative to action by the Planning Commission.

16. Adjournment

There being no further business, a motion was made by Mrs. Luck, seconded by Dr. Poe, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 9:12 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk