

CITY OF COLONIAL HEIGHTS, VIRGINIA
City Council Retreat
Friday & Saturday, January 12-13, 2018
Captain Todd Lighthouse Suite, Smithfield Station
Smithfield, Virginia

Friday, January 12, 2018

I. Call to Order

The following members of City Council and City Staff were present for the Friday Session:

Present: **The Honorable Michael A. Cherry**
 The Honorable Kenneth B. Frenier
 The Honorable W. Joe Green, Jr.
 The Honorable John E. Piotrowski
 The Honorable John T. Wood (arrived late)
 The Honorable Elizabeth G. Luck , Vice Mayor
 The Honorable T. Gregory Kochuba, Mayor
 Mr. Douglas E. Smith, City Manager
 Mr. Hugh P. Fisher, III, City Attorney
 Mrs. Sheila S. Minor, Director of Finance
 Mrs. Pamela B. Wallace, City Clerk

The meeting was called to order by Mayor Kochuba at 1:02 P.M. after which time Declarations of Personal Interest were read by Messrs. Frenier, Piotrowski, Green, Cherry, Wood.

II. Economic Development Overview/Update

Mrs. Karen Epps, Director of Economic Development, provided Council with the following:

- **An economic development overview of new and proposed developments for 2018**
- **Retail bankruptcy trends**
- **Employment by Industry specific to the City of Colonial Heights**
- **Potential rezoning from General Business (GB) to Industrial (IN) for a site on Charles Dimmock Parkway**
- **Redevelopment of the Sears store at Southpark Mall**
- **The Importance of Confidentiality in Economic Development**

Mrs. Epps addressed Council's questions relative to the items provided in her presentation. It was the decision of Council to move forward with the rezoning of the Charles Dimmock Parkway site.

Vote: 6-0

Yes: Cherry
Frenier
Green
Piotrowski
Luck
Kochuba
No: None
Absent: Wood (arrived at 2:39 PM)

PASS

III. Break

Council took a 15-minute recess.

IV Items or Brief Discussion

A. City Classification Plan and Job Descriptions – Part-time Employees

Mr. Smith advised that it was staff’s recommendation to work on this plan during the budget process in an effort to add part-time positions to the pay plan with job descriptions for implementation by July 1, 2018. After additional discussion, it was the decision of Council to accept staff’s recommendation.

Vote: 6-0

Yes: Cherry
Frenier
Green
Piotrowski
Luck
Kochuba
No: None
Absent: Wood (arrived at 2:39 PM)

PASS

There was additional discussion after the vote relative to the need for a Police part-time position to review body camera footage. Staff advised that due to the

required use of body cameras and requirement for retrieval of camera footage, a part time position was needed. After further discussion, it was the decision of Council for staff to proceed with filling the part-time position.

Vote: 6-0

Yes: Cherry
Frenier
Green
Piotrowski
Luck
Kochuba
No: None
Absent: Wood (arrived at 2:39 PM)

PASS

B. Consideration of Claims on City Council Regular Meeting Agendas

Mr. Fisher provided background information for the purpose of this item as it related to the regular Council agenda. Mr. Fisher reported that all claims come through his office, and the vast majority were for relatively small dollar amounts. After brief discussion, it was the decision of Council to delete the consideration of claims provision from the Rules of Procedure and the Council Agenda, noting that Mr. Fisher would identify in his monthly report to Council if there were any claims over \$10,000.

Vote: 6-0

Yes: Cherry
Frenier
Green
Piotrowski
Luck
Kochuba
No: None
Absent: Wood (arrived at 2:39 PM)

PASS

C. Special Use Permit Fees

Mrs. Kelly Hall, Acting Director of Planning and Community Development, provided information associated with the cost of obtaining a special use permit i.e.,

advertising and administrative/staff costs. After further discussion by Council, and further explanation of the application process and associated fee, it was the consensus of Council to leave the fee as currently written.

D. City Decals

Mr. Cherry expressed his opinion relative to the City decal program and provided information relative to the new State police requirement for the placement of such decals on the left side of a vehicle windshield. Mr. Cherry stated that discontinuing the program did not negatively impact the City. There was lengthy discussion relative to the use of the decals and its purpose relative to ensuring student residency within the City. It was the decision of Council not to further discuss the City decal program at a work session.

Vote: 6-1

Yes: Cherry
Green
Piotrowski
Wood
Luck
Kochuba
No: Frenier

PASS

After further discussion, it was the decision of Council to discontinue the City decal program.

Vote: 6-1

Yes: Cherry
Frenier
Green
Piotrowski
Luck
Kochuba
No: Wood

PASS

E. Sick/Bereavement Leave

Mr. Frenier requested that the current sick/bereavement leave policy be changed to include anyone living in the home, not just a relative. After much discussion, it was the decision of Council to leave the policy as currently written in the City Code.

Vote: 5-2

Yes: Cherry
Green
Piotrowski
Luck
Wood
No: Frenier
Kochuba

PASS

F. Distribution of Street Repair Projects

Mr. Frenier stated he had received numerous complaints relative to the lack of street repairs performed in the south end of the City. Mr. Smith provided Council a handout listing projects south of Temple Avenue and the dates of the projects. After lengthy discussion, it was the consensus of Council to review the distribution of street repair projects during the upcoming budget process.

G. Residential Tax Abatement Program

Mrs. Kelly Hall, Acting Director of Planning and Community Development, provided Council with information relative to the differences in available funding sources and associated programs between Colonial Heights and Chesterfield. After a lengthy discussion, it was the consensus of Council and the suggestion of Mr. Fisher, to hold a joint meeting with the Planning Commission on the same day as an upcoming Council meeting. Mr. Smith stated he would coordinate this for the March meeting.

V. Financial Overview

Mrs. Sheila Minor, Finance Director, provided Council with an overview of the City's overall financial status and budget document changes for the upcoming 2018-2019 budget.

VI. Break

Although there was a scheduled break, Council agreed to continue in order to recess on time for dinner.

VII. Chesterfield Shared Services

Mrs. Minor provided Council with information on Chesterfield Shared Services programs and the necessary financial adjustments between Chesterfield County and the City of Colonial Heights. Staff will meet with Chesterfield over the summer regarding their Community Services Board. Staff will also meet with District 19.

VIII. School Memorandum of Understanding

Mr. Cherry shared his concerns relative to the existing Memorandum of Understanding; specifically, the cost per student, the amount of pay increases to school personnel relative to City employees, and the request for additional funding for specific projects in addition to annual budgeted funding. Addressing Mr. Cherry's concerns, both Mrs. Luck and Mr. Green provided historical information relative to the infrequent pay raises for teachers. After much discussion, Council, agreed to have Troy Hedblom, Assistant Superintendent of Business Services, and Maria Yench, Director of Finance and Budget, provide Council with trends facing the schools relative to state and federal mandates and how such mandates affect the school system's budget. Council also mentioned trying to get the local composite index adjusted by the General Assembly.

IX. Break for Dinner (*Smithfield Station Restaurant*)

Council recessed at 5:40 PM for dinner.

X. Reconvene (Captain Todd Executive Suite in the Lighthouse)

Council reconvened at 7:30 PM immediately followed by closed meeting. The Clerk announced the purpose of the closed meeting.

XI. Closed meeting pursuant to the following provisions of the Code of Virginia.

- Paragraph A.3 of Section 2.2-3711, to discuss or consider the disposition of Lot B, Carterette Subdivision (Parcel ID No. 3000050000), which has a street address of 115 Dupuy Avenue, where discussion of this City-owned parcel in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

- Paragraph A.3 of Section 2.2-3711, to discuss or consider the acquisition of real property at 401 Temple Avenue (the site of the former Courthouse) for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
- Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter – namely, a proposed rezoning of real property adjacent to the Mt. Pleasant neighborhood, south of Elmwood Drive and north of Old Town Creek – requiring the provision of legal advice by such counsel.

A motion to convene in closed meeting was made by Mr. Cherry, seconded by Mrs. Luck.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstain: None

UNANIMOUS PASS

XII: Vote to come back into open meeting.

A motion to reconvene in open session was made by Mr. Frenier, seconded by Mrs. Luck, and carried unanimously on roll call vote.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None

Absent: None
Abstain: None

UNANIMOUS PASS

As stated by the Clerk, Council was in a closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- **Paragraph A.3 of Section 2.2-3711, to discuss or consider the disposition of Lot B, Carterette Subdivision (Parcel ID No. 3000050000), which has a street address of 115 Dupuy Avenue, where discussion of this City-owned parcel in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.**
- **Paragraph A.3 of Section 2.2-3711, to discuss or consider the acquisition of real property at 401 Temple Avenue (the site of the former Courthouse) for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.**
- **Paragraph A.8 of Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter – namely, a proposed rezoning of real property adjacent to the Mt. Pleasant neighborhood, south of Elmwood Drive and north of Old Town Creek – requiring the provision of legal advice by such counsel.**

Consideration of the following certification:

Each member will now certify that to the best of the member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements of the act and 9ii) only such public business matters as were identified in the motion by which the closed meeting were convened were heard, discussed or considered in the meeting by the public body Any member who believes there was a departure from the requirements of clauses 9i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgement, has taken place.

Roll call. An affirmative vote shall constitute certification of compliance.

Vote: 7-0
Yes: Cherry
Frenier

Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstain: None

UNANIMOUS PASS

XIII. Motions

There were none.

XIV. Recess

The Mayor called for a recess at 9:26 P.M. stating that the meeting would reconvene at 9:00 A.M. Saturday morning.

Saturday, January 13, 2018

- I. Breakfast (Smithfield Station Restaurant) and Hotel Check Out**
- II Reconvene/Call to Order (Captain Todd Executive Suite in the Lighthouse)**

Mayor Kochuba called the meeting to order at 9:02 AM.

Present:

The Honorable Michael A. Cherry
The Honorable Kenneth B. Frenier
The Honorable W. Joe Green, Jr.
The Honorable John E. Piotrowski
The Honorable John T. Wood
The Honorable Elizabeth G. Luck , Vice Mayor
The Honorable T. Gregory Kochuba, Mayor
Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Sheila S. Minor, Director of Finance
Mrs. Pamela B. Wallace, City Clerk

III. Sheriff's Department Career Development Pay

Mr. Smith provided Council with background information on the Sheriff's request. After much discussion, it was the decision of Council to approve the request for implementation of the program.

Vote: 7-0
Yes: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
No: None
Absent: None
Abstain: None

UNANIMOUS PASS

IV. Public Safety Pay/City-wide Pay Study

Mr. Smith provided Council with information relative to staff's recommendation for a comprehensive pay study for all employees to be performed by an outside consultant. After much discussion of the recommendation, it was the decision of Council not to move forward with the recommendation; however, staff will review the scope of what can be accomplished with an internal study.

Vote: 0-7
Yes: None
No: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
Absent: None
Abstain: None

FAIL

Additionally, Mr. Smith presented a request from Sheriff Todd Wilson seeking Council's approval for supplemental salary increases for Constitutional Officers. After much discussion, it was the decision of Council to get information on the impact of salary supplements for all Constitutional Offices.

Vote: 0-7
Yes: None
No: Cherry
Frenier
Green
Piotrowski
Wood
Luck
Kochuba
Absent: None
Abstain: None

FAIL

V. Urban Archery

As previously discussed at the November 14, 2017 Regular Council Meeting, Mr. Cherry asked for Council's consideration to extend the Urban Archery Program to City property; specifically, the soccer fields at Yacht Basin Drive and Covington Drive and the City-owned property off of Dimmock Parkway. After much discussion and debate relative to the safety issues many Council members felt this would create, it was the decision of Council not to extend the Urban Archery Program to the requested areas.

Vote: 3-4
Yes: Cherry
Green – Dimmock Parkway only
Luck
No: Frenier
Piotrowski
Wood
Kochuba
Absent: None
Abstain: None

FAIL

VI. Break

In an effort to ensure timely adjournment, Council did not take a break.

VII. City Goals Discussion

Mr. Smith provided Council with a copy of the City's current mission statement including the eight central theme areas. Council discussed possible updates and revisions to the mission statement and central theme areas as well as ethics training for employees. At the conclusion of the discussion, it was consensus of Council for staff to continue with further development of the City mission statement and priorities.

VIII. City Re-Branding

Mr. Smith and Mrs. Minor provided sample logos and branding possibilities from other localities. There was much discussion relative to the cost associated with replacement of the existing logo. At the conclusion of the discussion, it was the consensus of Council In support of the rebranding concept with community input.

Working Lunch

Mr. Green recalled Council's previous Retreat discussion and its decision to grant matching funds for a renovation study for Violet Bank. There was much discussion relative to the current deteriorating condition of Violet Bank and it was the consensus of Council to have a walk-through of the site with Recreation and Parks Director Craig Skalak and Museum Curator Rusty Woodburn.

IX. Continued Discussion of Unfinished Items/Retreat Summary

There was no unfinished business; therefore, Mr Smith provided a recap of Council's decisions as they related to the agenda items. Various other items were discussed including the following:

- Deer herd thinning**
- Code Enforcement**
- Several properties which had fire damage**
- Historical signage**
- Workplace violence training**
- Roundabout signage and curb damage**
- Type of salt or chemicals used during inclement weather and the adverse effects on the roundabout concrete**
- The City Manager to provide strengths and weaknesses of the City**

X. Adjourn

There being no further business, a motion was made by Mr. Cherry, seconded by Mr. Frenier, and approved on voice vote (7-0) to adjourn the meeting. The meeting was adjourned at 12:15 PM.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk