

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**City Council Retreat**  
**Friday & Saturday, January 18-19, 2019**  
**Captain Todd Lighthouse Suite, Smithfield Station**  
**Smithfield, Virginia**

*Friday, January 18, 2019*

**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. (arrived late)**  
                     **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. Pamela B. Wallace, City Clerk**

**The meeting was called to order by Mayor Kochuba at 1:05 P.M., after which time, Mr. Smith led the meeting.**

**II. Economic Development 2018 Report and Strategy for 2019**

**Mrs. Karen Epps, Director of Economic Development, provided Council with the 2018 Economic Development report and Strategy for 2019.**

**The following items were discussed and/or decided upon by Council:**

- **Pursuing rezoning for the City-owned property on Charles Dimmock parkway to create a larger size industrial-use parcel.**
- **Having staff work with the EDA on the concept of incentive programs for new or existing businesses; this will be presented to Council for future consideration.**
- **Requesting CBL properties to provide an update to Council on the progress of SouthPark Mall, and staff to research income generated.**
- **Generating letters to businesses and corporate offices, encouraging the upkeep of property.**

**III. Human Resources Items**

**A. Pay Study Update**

**Ms. Carpenter, Director of Human Resources, provided information relative to the Pay Plan Study. The following items were discussed and/or decided upon by Council:**

- **Council felt salary changes were a priority in the coming year.**
- **Staff to provide Council with information relative to cost of living adjustments over the last ten years.**
- **The Pay Study would include a review of Department Director pay plans.**

**B. Employee Recognition Program**

**Mr. Smith provided Council with ideas and feedback from staff's recent Staff Retreat and advised he would consider the recommendations to further develop the Employee Recognition Program.**

**IV. Break**

**V. City/Schools Public Information Assistance Discussion**

**Mr. Smith shared that City staff and the Colonial Heights School Board staff had recently discussed the concept of a shared City/School Public Information Officer position, which would potentially be jointly funded by the two entities. Mr. Smith stated that normally, a City of Colonial Heights size did not have a full-time public information staff member; however, the opportunity for a shared position with shared costs, warranted further exploration. After additional discussion, it was the consensus of Council to consider contract work rather than creation of a position.**

**VI. City Attorney's Office Discussion**

**Mr. Fisher provided Council with a request for personnel-related funding for the FY19-20 budget to assist with the increasing workload in his office. Mr. Fisher requested the following:**

- **One additional part-time (20 hours per week) Administrative Assistant to allow the Paralegal to better assist the City Attorney and focus primarily on more complex duties.**
- **Office equipment and furniture for requested part-time position.**
- **Salary increase for Paralegal, aside from any salary increase Council may award City employees.**

- **Funding for an outside attorney to represent the City in selected legal matters.**

**After much discussion, the City Attorney's budget request will be reviewed and considered during the budget process.**

**VII. Break**

**VIII. Financial Overview**

**A. FY18-19 Quarterly Budget Update**

**Mrs. Sheila Minor, Director of Finance, stated that City revenues were in much better shape and reflected an 8% growth in sales tax; allowing the City to get back on track. Mrs. Minor discussed relative to the Quarterly Financial Report noting that revenues were holding on a steady track with a 3% increase. Mrs. Minor provided findings in the annual audit stating that the results were overall good. Mrs. Minor continued by advising that bank reconciliations were six months behind and further explained the reason why the challenges existed. Mrs. Minor stated reconciliation was very difficult due to the increased number of credit card payments made to the City. Mrs. Minor stated that when the new financial system is implemented, staff could further consider the concept of charging a credit card convenience fee for payments to the City.**

**The following items were also presented but no definitive action was taken by Council:**

- **The concept of a cigarette tax was discussed, but there was no direction given by Council to proceed.**
- **Council directed staff to further research the concept of right-of-way use fees.**
- **Council directed staff to discuss with Fort Lee, viable business options to attract soldiers stationed on post.**
- **Relative to additional staffing of six firefighters, Council directed staff to review overtime and part time budget reduction for at least two firefighters.**

**B. FY18-19 Capital Project Update**

**Mr. Smith advised that a Capital Projects Update would be provided at a future meeting.**

**C. FY 19-20 Budget Preview**

With time running over schedule, Mrs. Minor advised she would present the Budget Preview at the February Regular Council Meeting.

**IX. Community Services Board/Social Services Update/Discussion**

There was discussion of the services currently provided to the City by District 19 relative to the cost and level of services provided by Chesterfield County. After much discussion, it was the consensus of Council to continue with the services provided by District 19.

Council recessed at 5:40 PM for dinner.

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

**XI. Reconvene (*Captain Todd Executive Suite in the Lighthouse*)**

Council reconvened in the Lighthouse Suite at 7:30 P.M.

**XII. Items for Brief Discussion**

**A. Holiday Schedule**

It was the consensus of Council to keep the current schedule.

**B. City Council Board Assignments**

Mayor Kochuba reviewed the list of Council members who currently served as a Council Representative on a Board or Commission advising that currently, Mr. Cherry was not serving, but did wish to serve. Mr. Cherry advised it was his desire to serve on the Planning Commission, and had recently completed the first portion of the Planning Certification class offered through Virginia Commonwealth University. Hearing this, Mr. Green stated he would give up his seat as Council's representative on the Planning Commission, allowing Mr. Cherry to serve on the Commission. Additionally, Mrs. Luck advised she would give up her appointment on the Youth Services Commission to Mr. Green, as she was serving on the Chesterfield/Colonial Heights Board of Social Services.

**C. Violet Bank Project Update**

Mr. Smith provided updates relative to the submission of a \$100,000 grant application to the Cameron Foundation for Violet Bank improvements. Mr. Smith advised he would update Council on the progress of the grant and staff would research potential management opportunities for the museum.

**D. Format for Council Updates and Briefings**

**At the request of Mayor Kochuba, Mr. Smith advised of his proposed format regarding quarterly updates on Public Works street projects.**

**In an effort to adhere to the time schedule, Mayor Kochuba called for a recess at 9:25 P.M., stating 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 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. Pamela B. Wallace, City Clerk**

**Absent: The Honorable Michael A. Cherry**

**The minutes reflect the continuation of the discussion from Friday evening, January 18, 2019, beginning with Item XII.E. through Item XIV; after which time, the minutes will reflect the original items posted beginning with Item III – Review of City Strengths, Opportunities, and Areas for Growth.**

**XII. Items for Brief Discussion (cont.)**

**E. Cal's Discussion**

**Mr. Smith provided information to Council relative to prior agreements with Mr. Meadows regarding Code Enforcement as well as information concerning the most recent complaints relative to screening and removal of visible items.**

**Mr. Fisher provided additional information regarding provisions in the Virginia State Code relating to screening of such areas deemed “Junk Yards.” Mr. Fisher**

stated it was his interpretation, according to the Virginia State Code, that screenings of such businesses are to be authorized by the Commissioner of Highways; and nowhere in the State Code were there provisions, other than for the City of Newport News, granting authority for the locality to provide screening.

There was continued discussion relative to the responsibility of the requested screening and what type of screening should be erected. Again, Mr. Fisher stated it was his interpretation, according to State Code, that it was not the responsibility of the City to provide screening.

After much discussion, it was the consensus of Council for Mr. Fisher to provide the same information discussed at the Retreat at the February regular meeting. Additionally, it was the consensus of Council that screening would not be installed at Cal's at the expense of the City.

#### **F. Container First Services (CFS) Update**

Mr. Smith provided information on citizen complaints relative to missed pick-ups and trashcan lids being left open. Mr. Smith also provided information he received from Kim Hynes (CVWMA) relative to the transfer of City waste delivered to the Lunenburg landfill and not the Petersburg landfill.

Council requested staff to research the number of odor complaints received for the treatment plant as opposed to those for the landfill. Additionally, Council requested staff to determine how late Container First Services was allowed to pick up trash.

#### **G. Community Appearance Discussion**

There was discussion from Council members relative to the condition of some residences within the City and the City's relationship with the local Health Inspector relative to inspection of such homes. Mr. Fisher advised that the City's relationship with the inspector was nonexistent.

Council requested the City Manager to research the current position of the Health Department concerning assisting the City in inspecting properties.

### **XIII. Regional Transportation Update/Discussion**

Mr. Smith provided Council with an update on the progress regarding the funding request for Phase 4 of the Appomattox River Trail. Mr. Smith advised that if the application is approved, funding would be available by July 1, 2019.

Continuing, Mr. Smith provided updates relative to the on-going progress of the Multi-Modal Rail Project. Mr. Smith advised of his and Mayor Kochuba's meeting with representatives from Senators, Kaine, McEachin, and Warner's offices in Washington D.C.

Mr. Smith provided comments from Mr. Henley, Director of Public Works, relative to his recommendation of the Colonial Heights location unless, research documentation proves otherwise.

At the request of Mrs. Luck, Mayor Kochuba polled Council members relative to moving forward with the Multi-Modal Train Station Project.

**Vote:**

**Cherry – Absent**  
**Frenier – Yes**  
**Green – Yes**  
**Piotrowski – Yes**  
**Wood – Yes**  
**Luck – Yes**  
**Kochuba – Yes**

At this time, Council moved to discuss the Agenda items to be discussed on Saturday, January 19, 2019 beginning with Item III – Review of City Strengths, Opportunities, and Areas for Growth.

**III. Review of City Strengths, Opportunities, and Areas for Growth**

Mr. Smith provided the following strengths and opportunities provided by City staff at the Staff Retreat in November:

**Strengths**

- **Strong community**
- **Strong relationships**
- **Strong staff**
- **Strong organization**
- **Strong amenities**
- **Strong safety**

**Areas of Growth**

- **Business**
  - **Diversify Business Development**
  - **Boulevard Redevelopment**
- **Community/Schools**
- **Staff**

- **Reporting**
- **Facilities/Infrastructure**
- **Budget**
- **Involvement**

**Council discussed ideas relative to areas of growth and improvement:**

- **Expanded Police training involving employees and area churches**
- **Additional festival – specifically July 4<sup>th</sup> celebration**
- **Volunteer assistance program to help with residential home improvements**

**IV. Review of City Vision, Mission, Goals**

**Mrs. Smith provided an overview and advised this item would be discussed at the February Work Session.**

**V. Break**

**VI. City Branding Review/Update**

**Mr. Smith provided information and samples regarding a branding design and slogan for the City. It was the consensus of Council to further investigate and discuss this at the upcoming February Work Session.**

**VII. Roundabout Signage/Landscape Enhancement Options**

**Mr. Smith advised this item would be discussed at the February Work Session.**

**VIII. Approval of Minutes**

**The Clerk presented the following minutes for Council's approval:**

- **December 3, 2018 Special Meeting Minutes**
- **December 11, 2018 Special Meeting Minutes**
- **December 11, 2018 Regular Meeting Minutes**
- **January 2, 2019 Organizational Meeting Minutes**
- **January 8, 2019 Special Meeting Minutes**
- **January 8, 2019 Regular Meeting Minutes**

**A motion was made by Mayor Kochuba, seconded by Mrs. Luck, to approve the minutes as presented.**

**Vote: 6-0**



**Yes:** Frenier  
Green  
Piotrowski  
Wood  
Luck  
Kochuba  
**No:** None  
**Absent:** Cherry  
**Abstain:** None

**IX. Break**

It was the consensus of Council to work through the break.

**X. Working Lunch/Wrap-Up**

Mr. Smith provided a recap of discussion and decisions made by Council relative to the items presented during the Retreat. Mr. Smith advised staff would be prepared to present the items not discussed at the February Work Session.

**XI. Adjourn**

There being no further business, a motion was made by Mayor Kochuba, seconded by Mr. Piotrowski, and approved on voice vote (6-0) to adjourn the meeting. The meeting was adjourned at 12:36 PM.

**APPROVED:**

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**T. Gregory Kochuba, Mayor**

**ATTEST:**

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**Pamela B. Wallace, City Clerk**