

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, February 18, 2020

1. Call to Order.

The Special Meeting of City Council was called to order by Mayor Kochuba at 6:00 P.M.

2. Roll Call.

Present: Councilman Kenneth B. Frenier
Councilman Michael A. Cherry
Councilman W. Joe Green, Jr.
Vice Mayor Elizabeth G. Luck
Mayor T. Gregory Kochuba

Absent: Councilman John E. Piotrowski
Councilman John T. Wood (arrived late)

Also Present: Mr. Douglas E. Smith, City Manager
Mr. Hugh P. Fisher, III, City Attorney
Mrs. Pamela B. Wallace, City Clerk

3. Declarations of Personal Interest

A Declaration of Personal Interest was read by Mr. Green and filed with the Clerk.

The Clerk announced the purpose of the meeting.

4. Closed meeting pursuant to the Code of Virginia in accordance with the following provision:

- **Paragraph A.3 of Section 2.2-3711, to discuss or consider the acquisition for a public purpose of a parcel of real property on Royal Oak Avenue that is part of the Riverside Park Subdivision, 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, contractual terms of a proposed development of real property on Temple Avenue – requiring the provision of legal advice by such counsel.**

A motion to convene in closed meeting was made by Mayor Kochuba, seconded by Mrs. Luck, at 6:11 P.M.

Vote: 5-0
Yes: Cherry

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	Frenier
	Green, Jr.
	Luck
	Kochuba
No:	None
Absent:	Piotrowski
	Wood (arrived late)
Abstained:	None

Motion UNANIMOUS PASS

4. Voice Vote – Come back into Open Session.

A motion to reconvene in open session was made by Mayor Kochuba, seconded by Mr. Cherry, and carried unanimously on roll call vote at 8:07 P.M.

Vote:	6-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Wood
	Luck
	Kochuba
No:	None
Absent:	Piotrowski
Abstained:	None

Motion UNANIMOUS PASS

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

- Paragraph A.3 of Section 2.2-3711, to discuss or consider the acquisition for a public purpose of a parcel of real property on Royal Oak Avenue that is part of the Riverside Park Subdivision, 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, contractual terms of a proposed development of real property on Temple Avenue – requiring the provision of legal advice by such counsel.**

Consideration of the following certification:

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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 (ii) only such public business matters as were identified in the motion by which the closed meeting was 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 (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place.

Council members approved this certification, without any stating departure from the requirements of clauses (i) and (ii), by the following roll call vote:

<u>Vote:</u>	6-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Wood
	Luck
	Kochuba
No:	None
Absent:	Piotrowski
Abstained:	None

Motion UNANIMOUS PASS

6. AN ORDINANCE NO 20-6
(First Reading) Awarding the City Attorney a 1% pay increase and a 5% bonus.

<u>Vote:</u>	6-0
Yes:	Cherry
	Frenier
	Green, Jr.
	Wood
	Luck
	Kochuba
No:	None
Absent:	Piotrowski
Abstained:	None

Motion UNANIMOUS PASS

7. Work Session on the following items:

Mayor Kochuba advised Item 7.E would be moved to the March Work Session.

A. City Branding Project Update and Discussion

Mr. Smith stated it had been some time since the last discussion concerning to the City rebranding and he was prepared to present a possible concept for such branding. Mr. Smith stated staff has received community, school, and staff input, as well as the help of a designer to come up with a City logo. Mr. Smith stated it was the desire of the committee that the logo should emphasize unity representing the growth of the City.

Clarifying Mayor Kochuba's question, Mr. Smith stated that the logo would not replace the City seal and the logo would be used in many areas that the seal was already being used. Mr. Smith stated the purpose of the logo was to be an easily recognized symbol; one which will represent the city well and assist with marketing.

Mr. Smith provided Council with a visual display of the proposed logo describing it as a compass which helps capture that Colonial Heights is a centrally located area attracting people to come to the area. Mr. Smith stated it was the desire of the committee to create a sharp image which is identifiable which stands out. Mr. Smith also provided a slogan to go along with the logo, "Discover New Heights", which could be used in certain aspects of marketing and provided different designs for displaying the logo and slogan.

At the conclusion of Mr. Smith's presentation, Council expressed their opinions relative to the proposed logo with the majority stating that they did not see the connection between the compass logo and the slogan "Discovering New Heights" and asked that there be additional work to create a logo which works better with the slogan. Mr. Smith advised he would convey Council's comments and request to the Committee and would bring something back to Council at a later date.

B. Position Reorganization Discussion

Mr. Smith presented the following information relative to the reorganization of three positions requesting Council's approval to move forward with the proposed changes:

Position 1

Request for the Department of Fire and EMS to create an Emergency Communications Center Manager position, which would replace the Battalion Chief position which currently supervises the Communications Center. Mr. Smith advised there would be no change in the pay grade nor would the position be a "sworn" position.

Continuing, Mr. Smith noted the following rational behind the change:

- Conversion of one vacant Battalion Chief position**
- The position would supervise 16 staff members within the Communications Center**
- Allows an employee who specializes in Emergency Communications to run the center as well as providing the level and advancement for communication staff.**

At the request of Mr. Smith, Chief Hoover addressed questions by Council, further explaining the rationale behind this request in reorganization; specifically noting this change creates opportunity for advancement within the Department. Continuing, Chief Hoover addressed Mr. Cherry's question relative to the qualifications necessary to fill the position stating it was an entirely different skill-set necessary to fill the position than those in the field.

At the conclusion of the discussion, it was the unanimous consensus for staff to move forward with the transition.

Position 2

Request from the Police Department to change the current position at the Animal Shelter to Animal Control Supervisor; increasing the pay-grade by one step.

Mr. Smith provided the following comments relative to the proposed position change:

- **The change will convert one Police Officer position to Animal Control Supervisor. This will remain a sworn position.**
- **The position supervises four employees and 10 to 15 volunteers.**
- **The Police Department has assigned an officer to lead Animal Control.**
- **The change will allow for recruiting of an experienced supervisory-level position for this specialized area following the current Police Officer who is assigned to the Animal Control.**

After clarification by Chief Faries as to the necessity to make this a sworn position, it was the consensus of Council for staff to move forward with the request.

Position 3

Recommendation to move the Office of Youth and Human Services to a division within the Department of Parks and Recreation.

Mr. Smith stated the proposed change would maintain the division-head level position over the office; however, the number of current budgeted positions which are within the department would be maintained. Mr. Smith advised the core functions would remain the same.

Mr. Smith provided the following comments supporting the recommendation:

- **Opportunity to combine staff areas focused on youth programs.**
- **Ability to combine administrative functions.**
- **Opportunity to distribute job functions to lessen the burden on some within the department.**
- **Opportunity for combined resources for both Recreation and Parks and Youth Services with additional staff support where needed.**

- **Efficiency in supervision of a broad number of employees.**

Mr. Smith reported he had been in discussion with Mr. Skalak and Mr. Spruill, at which time they expressed their support of the transition. Additionally, Mr. Smith advised he had spoken with Ms. Lynch, at which time, she provided ideas and feedback.

Mr. Green expressed his concern relative to the possibility of minimizing the Director's position or staff. Mr. Smith assured Mr. Green that would not be the case.

Mr. Fisher stressed, with regard to the Department of Social Services and the Community Policy Management Team (CPMT), this area will be a huge learning curve for Mr. Skalak and Mr. Spruill with regard to the allocation of funds to the CPMT, foster care, court appearances, and many other functions. Mr. Fisher stated he wanted Council to have a clear picture of what this transition would be.

Mrs. Luck stated the number of employees would not be decreased; there was just a shift of the organization under a different department head.

Mr. Skalak provided his comments noting it would be a challenge and there would be a large learning curve; however, he and his staff were confident and excited to take on the new challenge.

Mr. Cherry expressed his concern relative to Mr. Skalak's ability to continue to maintain the level of service his department currently provides and asked that Mr. Smith provide information relative to the structure of Department of Recreation and Parks. Mayor Kochuba concurred with Mr. Cherry's comments and he too, asked the Mr. Smith provide Council with the current structure of the Department of Recreation and Parks.

After further discussion by Council, Mayor Kochuba asked that Council be provided with additional information relative to the structure and duties of the Recreation and Parks Department.

C. Roundabout Area Enhancement Update and Discussion

Mr. Skalak stated there was \$50K allocated for irrigation and plantings on the west side of the Roundabout. Mr. Skalak reported that it was initially thought that there was irrigation to the medians and the roundabout itself; however, there was not but was confident that the two items would be initiated in the fall of the year.

Addressing Mayor Kochuba's concerns relative to the faded arrows in the Roundabout and who was responsible for maintenance, Mr. Flippen, Assistant Public Works Director, stated it was the City's responsibility for maintaining traffic markings in the referenced area. Additionally, Mr. Flippen continued to address additional questions from Council concerning the pond at the Roundabout and the fallen trees in the pond,

the farm machinery located at the I95 entrance end of the pond, and the general aesthetics of the pond.

D. Update and Discussion of the Potential for Future Trail Projects

Mr. Flippen provided comments on the proposed Ashland to Petersburg Trail stating there would be a workshop during the next week to discuss the remaining path of the trail. Additionally, Mr. Flippen provided aerial views of Phase IV of the Appomattox River Trail Project stating that staff was in the procurement phase with a projected completion date by the end of October.

Addressing Mrs. Luck's comments relative to the Ashland to Petersburg Trail and the impacts to residents in Sherwood Hills, Mr. Flippen advised that there was not yet a definitive corridor. There was continued discussion relative to the potential location of the trail and the connection of the two trails and the possibility of a connector bridge from Colonial Heights to Petersburg. Mr. Smith provided comments relative to discussions with the Cameron Foundation relative to funding of a portion of the trail to connect the portion at the old rail trestle by foot bridge to Pocahontas Island.

E. Update and Discussion of the City Infrastructure Condition Assessment

Moved to the March 10, 2020 Regular Council Meeting.

F. City Council Retreat Action Items

Mr. Smith highlighted the following action items previously discussed at Council's Retreat:

- **Dumping at Home Depot** – Mr. Smith stated staff addressed the issue and the site was now in compliance.
- **Mall Security Assessment** – Mr. Smith reported that the RFP has been issued and discussions have begun with Chief Faries for an upcoming meeting.
- **Mr. Smith stated information relative to Human Resources will be additional follow-up items upon implementation or items returned to Council, as needed, for action.**
- **Building Updates**
 - **218 Highland Avenue** – Mr. Smith reported the files stored at the location were contaminated with mold; subsequently staff received an estimate of to clean the files and would move forward with the process. Mr. Smith also advised staff would move forward regarding testing for lead and asbestos contamination of the building.
 - **Health Department Building** – Mr. Smith advised Health Department personnel will conduct a space assessment for the department, after which time they will move forward with an RFP.
- **School Memorandum of Understanding** – Mr. Smith advised there would be follow-up information and further discussion during the budget process.

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- **Tri-City Landfill Update** – Mr. Smith noted Council’s receipt of correspondence from DEQ following Mr. Smith’s meeting with other localities and DEQ. Mr. Smith asked that Council let him know of any additional questions they may have regarding the matter.
- **Purchasing Used Vehicles** – Mr. Smith advised staff would plan on purchasing new vehicles as the main strategy with the option for purchasing used vehicles.

Mr. Smith provided highlights of the upcoming budget schedule including the upcoming Capital Improvement Plan approval schedule.

9. Adjournment.

A motion to adjourn the Special Meeting was made by Mr. Cherry, seconded by Mrs. Luck, and carried unanimously on voice vote at 9:49 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk