

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, July 17, 2018

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 John E. Piotrowski
Vice Mayor Elizabeth G. Luck
Mayor T. Gregory Kochuba**

Absent:

**Councilman Michael A. Cherry
Councilman W. Joe Green, Jr.
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

4. Work Session on the following items:

A. Violet Bank Museum Structure Report Presentation

At the request of Mr. Smith, Mr. Skalak introduced and welcomed Mr. John Rooney, Chairman, and Ms. Debbie Levenson, both of the Historical Commission. Additionally, Mr. Skalak introduced WCWB Architects, Eric Koocher, Project Manager, and Mark Winger, Historian, who would provide information relative to their findings of the Violet Bank Historic Structure Report.

Both Mr. Koocher and Mr. Winger addressed issues relating to the exterior of the structure; specifically noting the front porch as a matter of high importance as it posed a safety issue. Additionally, they addressed the chimneys and gutters, which have been a significant source of the moisture damage to the inside of the house, and provided suggestions as to correct the problems to ensure further damage.

Although there is significant moisture damage to the structure, Mr. Koocher stated that the structure itself was sound; specifically noting the roof and floor.

Mr. Winger provided information relative to the inconsistencies within the structure due to changes made during different time-periods. Mr. Winger stated that Council needed to determine to what depth they wanted to make aesthetic changes.

Special Meeting Minutes

July 17, 2018

Page 2

Continuing, Mr. Koocher addressed the significant amount of black mold located in the basement, which would have to be removed. Mayor Kochuba noted that according to the information provided, the water run-off was the most significant cause of damage to the structure. Addressing the issue, Mr. Winger explained “rising and damp”, which occurs when the masonry absorbs the maximum amount of moisture and when it cannot absorb any additional water, it expands to the walls.

Addressing questions relative to specialized labor and the cost associated with such labor, Mr. Winger advised that his firm could build a team to address these issues with proper funding.

Mayor Kochuba stated that the next step was for Council to determine how to proceed with the renovation process. Mr. Smith advised he had reached out to Pamplin Park to see if they had any interest in the property.

Mrs. Luck asked if staff was researching any available grants available through the Cameron Foundation.

Mr. Wood stated that as a preliminary matter, the City would not want to divest itself of ownership of the building. It should be the responsibility of the City to arrest the deterioration of the structure then introduce the structure to others interested in contributions toward restoration.

Mayor Kochuba thanked Messrs. Winger and Koocher for their presentation, acknowledging the fact that the moisture and water run-off were the key elements to initially address. He asked for a total cost to address the water issue before the next meeting.

B. Colonial Heights High School Tennis Court Funding Discussion

Mayor Kochuba recalled Mr. Skalak’s presentation at the regular July meeting relative to funding for the tennis courts. It was the opinion of the School Board that six courts would be sufficient; and the two additional courts could be added at a later date. The cost to add the two courts would be \$64,000.

Mr. Frenier asked if the schools would be able to include the \$64,000 with their bond issue. Mr. Smith stated it could be added, but would be a stretch for them since adding that amount would increase their payment by approximately \$6,000 per year.

There was discussion from Council that the additional funding could come from contingencies or capital funds.

Mr. Fisher stated that it was not the opinion of the School Board for the City to provide additional funding.

Mr. Frenier stated it was his opinion that contingency funds not be utilized, as they were reserved for emergencies. Mrs. Luck agreed with Mr. Frenier's comments and asked if the School Board had entertained the idea of asking Virginia State University (VSU) if the tennis team could utilize its courts in an effort to further consider funding for all eight courts. Mrs. Luck stated she felt the school was accepting something less than what they want and need because they were "under the gun" to have the project completed by January. Mrs. Luck stated she felt rushed in order to spend money to hurry the project just to put a band aid on a bigger problem.

Mrs. Minor stated that she had spoken with Mr. Hedblom and the contingency plan was to utilize the VSU courts more if the tennis season started before the project was completed.

Mr. Wood stated he was not in favor or utilizing contingency funds, especially since the School Board has not requested additional funding. Mr. Wood also agreed with Mrs. Luck with regard to utilization of the VSU courts until completion of the project.

C. Appomattox River Trail Phase 4 Update and Funding Discussion

Mr. Smith stated that staff finally received the signed easement document from the Army Corps of Engineers, but Council needs to discuss and consider additional funding.

Mr. Henley stated that Phase IV would extend the trail west along the river past Appamatuck Park. Mr. Henley advised that the City had applied for but been denied grant funding; therefore, the project was not currently funded. However, the City had approved funding for Phase V of the project for design and construction, and according to the contract policies and procedures, transfer of funding between projects was possible. Mr. Henley stated that Council could request funding be transferred from Phase V to Phase IV in an effort for construction to commence sooner than later. Mr. Henley stated that Phase IV construction was approximately \$112,000 more than Phase V and suggested that Council approve the funding transfer. Mr. Henley clarified that should Council approve the transfer, the city would have to commit to 100% local funding of Phase V until other funding became available.

Mr. Smith asked that Council first discuss the CIP impact before a motion is made to move forward. Mr. Smith advised that staff was prepared to present a CIP amendment to Council and asked that Mrs. Minor brief Council on the proposed match amount.

Mrs. Minor stated that within the CIP for the Appomattox River Greenway Trail Phase V there was \$90,000 currently budgeted for 2018-2019 with \$18,000 being local match and \$72,000 being state funds. Mrs. Minor further explained that of the \$415,000 construction budget for Phase V of the trail, \$83,000 was local match and \$332,000 was state funding; specifically noting these funds would become Phase IV pending approval of the transfer. Mrs. Minor stated that moving the date up meant funding for the \$83,000 must be found in the current fiscal year.

Mr. Smith stated that it may be best to delay the CIP amendment until it was determined if the funding transfer is approved. Mr. Henley concurred with Mr. Smith's recommendation stating that it would be best to wait for approval of the transfer by the Commonwealth Transportation Board (CTB) before moving forward.

There was continued discussion with the resolution being staff would wait proceed until after the decision of the CTB for the transfer of funds from Phase V to Phase IV.

D. Human Resource Update

Ms. Carpenter provided Council with an update on her department's activity as well as updates on Council's requested Pay Plan reclassification study. Ms. Carpenter reported on the following, which are a continuing process throughout the year:

Recruitment and selection – Ms. Carpenter stated that she uses the NeoGov application tracking system to help produce job announcements and recruitment selection. Ms. Carpenter advised that she was available for training, testing, and as an interview panel member for public safety positions. Additionally, Mrs. Carpenter works with departments on scheduling drug testing and any other job related requirements necessary for the position as well as assisting with the preparation of the offer letter.

Records Management – Ms. Carpenter reported that due to the change in the Record Retention Act, she was now required to keep Personnel Records for 50 years for full-time employees and 5 years for part-time employees. Ms. Carpenter stated she works with Mr. Fisher's office regarding any FOIA requests, which seem to come in cycles.

Policy Development and Interpretation – Ms. Carpenter stated that staff continued to move forward despite the ever-changing HR amendments to personnel policies.

Workers Compensation – Ms. Carpenter stated City staff works hand-in-hand with the Virginia Municipal League (VML) and OSHA, ensuring claims and requirements are addressed and met. Ms. Carpenter stated departments worked closely with employees to ensure that claims were addressed and reported within 24 hours of the incident.

Compliance with State and Federal regulations - Ms. Carpenter stated she was constantly monitoring employment law advising that regulations are rapidly changing. Additionally, Ms. Carpenter provided updates on the Family Medical Leave Act (FMLA) as well as Immigration Law and Enforcement; specifically noting that the city was in full compliance. Ms. Carpenter stated that OSHA is requiring more transparency; therefore, OSHA violations must be placed on the City's website to be accessible to the public. Additionally, OSHA is now allowed to fine localities for any violations reported by the locality.

Benefit provisions - Ms. Carpenter reported that the City was still under certain requirements of the Affordable Care Act. Additionally, Ms. Carpenter provided

information on the Employee Assistance Program stating that the City was fortunate to have the Optima EAP for employees and their families.

Training – Ms. Carpenter stated she was looking into expanding the training program, but had previously offered customer service training, and was looking to offer ethics training and work force violence training, which the Police Department had already started. Ms. Carpenter stated that the next training being offered is diversity and harassment training. OSHA, NIMS and FEMA training will be offered to the Emergency Management Departments within the upcoming year.

Programs:

- Citizens Government Academy**
- Employee Wellness Fair**
- Employee Service Award Recognition Luncheon**
- Annual Salary Survey for Council's appointed employees**
- Classification and Compensation Survey**

Classification and Compensation Study – Ms. Carpenter stated that the study was going to take some time and she was going to begin with meeting with Department Directors to gather information and feedback from them relative to what they are facing in their departments. After the information is gathered, Ms. Carpenter stated she would develop a final scope of what to include in the plan. The localities have been identified which Ms. Carpenter will request to help with the position survey. With the data received, position comparisons will be made, as well as analysis of a pay scale and salary differences. Ms. Carpenter stated it was her hope to have this information compiled for presentation to Council at the Council Retreat. At the conclusion of the Pay Plan Study, Ms. Carpenter stated it was her hope to look at a broader Career Development Program to bring before Council.

Ms. Carpenter addressed questions by Mrs. Luck relative to the reasoning behind her selection of comparison localities; specifically, Fredericksburg, as it was in Northern Virginia and salaries and the cost-of-living are significantly higher. Ms. Carpenter stated she was aware of the differences but had to look at the size of the locality as a comparison.

Addressing Mayor Kochuba's question relative to classification and compensation and how it was determined from the budget standpoint, Ms. Carpenter stated the current budget must be considered; and then look at the trend pattern considering the differences in the market.

Mr. Frenier suggested that the City of Richmond and Henrico County be added to the list with Chesterfield since the City loses employees to those localities. Mr. Frenier stated that the City did not lose employees to the other localities Ms. Carpenter had listed other than Chesterfield.

Special Meeting Minutes

July 17, 2018

Page 6

Mrs. Luck stated that the information presented was good, but the positions that were severely underfunded were the most difficult to fill; and Council needed justification to increase those salaries. However, if other positions were found to be grossly overpaid, those salaries would not be cut. Ms. Carpenter stated that in this situation, the position would need to be analyzed and the individual may need to be utilized in some other areas.

Mr. Smith added that sometimes the pay ranges may be changed and the pay may not affect the salary, but this could be addressed on a case-by-case basis.

Mr. Wood asked how the City was doing with regard to the workers compensation claims. Ms. Carpenter reported that she felt City employees were working safer and that the majority of medical visits were “treat and release”, which did not have such a negative impact. Additionally, there are minimal reports to OSHA.

Addressing Mr. Wood’s question relative to the loss of productivity with regard to the FMLA, Ms. Carpenter stated this ran in waves and she tried to keep things on track by keeping up with the employee by staying in contact with them. Ms. Carpenter stated it was her goal was to get them back to work.

Ms. Carpenter addressed Mr. Wood’s question relative to the loss of public safety employees within the past 12 to 18 months to other localities by stating that this typically occurred in waves and could be contributed to two factors: 1) those who move to larger localities; and 2) retirements. Ms. Carpenter continued to explain the process of filling those positions. Specifically addressing Mr. Wood’s question relative to the City losing more positions currently than in the past, Ms. Carpenter stated that was a possibility and that the pay plan study would help determine that.

Mayor Kochuba thanked Ms. Carpenter for her presentation.

E. City Council Retreat Topic Updates

Mr. Smith provided the following updates on previous Retreat topics:

- Contact State Game Commission for deer population/herd thinning control options.
Update: Received feedback from the Department of Game and Inland Fisheries.**
- Mission Statement/Priorities - Update/Revise/Consolidate.
Update: Target for Completion – November 2018**
- City Re-Branding with Community Input
Update: Community Input to be sought August through September 2018.**
- City Manager to provide observations on what we as a City are doing well and what can we do better:**

Special Meeting Minutes

July 17, 2018

Page 7

Update: City manager to provide follow-up information to Council by October 2018.

- **Meet with Chesterfield regarding CSB; met with District 19 (Summer)**
Update: Meeting to be requested with Chesterfield; update to Council to be provided by September 2018.
- **City Property Zoning Data or Charles Dimmock Parkway to be rezoned to Light Industrial.**
Update: Rezoning and Land use approved to change to industrial at June 12, 2018 Council meeting. The updated property information will be added to Virginia's Gateway Region and State databases for available properties.
- **City Focus Article with updates on active projects and businesses.**
Update: Economic Development updates were included in the spring and summer editions of the City Focus.
- **Update Economic Development Website Page with business update information.**
Update: Business Updates to be added to Economic Development website by September 2018.
- **Walgreens Property – Follow-up on property condition.**
Update: Parking lot access is currently closed.
- **Create/Research High-end Business Promotional strategies (Specifically as Ft. Lee hub).**
Update: ensure City website has emphasis on proximity to Ft. Lee as a strong point for our community/economy for business attraction purposes by September 2018.
- **Planning for Current/Revenue Reduction Areas with Departments.**
Update: Various Areas of expense reduction were identified during FY17-18. Administration will review capital outlay budget for items that can be temporarily held during FYU 18-19 to determine revenue status for this fiscal year.
- **Utility Rate Study – Will be revisited during the Budget Process.**
Update: Approved in budget process; study to be conducted during FY 18-19.
- **Composite Index for the City (LCI)**
Update: Recommend discussion with VML representatives, Crater Planning District, and School Division before General Assembly Sessions to discuss alternative system for calculations.
- **School Division Summary of impact in reduced Federal/State Revenue;**
Discussion with School Representatives and Council.

Special Meeting Minutes

July 17, 2018

Page 8

Update: School Board staff presented to Council at the March 20, 2018 Work Session.

- **MOU with Schools – Schools and City staff work together on CSA cost savings.
Update: Schools contribution to CSA cost included in FY 18-19 budget.**
- **Discuss ways to work with schools to cut costs/improve efforts to grow the City/work together as a team.
Update: Staff will discuss this concept with School Board Administration.**
- **Review Personnel Policy on Website for updates.
Update: Old sick leave policy has been removed from the City intranet site.**
- **Proceed with Sheriff's Department Career Development Program.
Update: New program has been implemented.**
- **Determine what can be done regarding career development for other employees.
Update: Will be discussed further with City Council along with results of Pay Plan Study.**
- **Look at options to internally study pay scales/salary survey (hold off on external pay study).
Update: Upcoming – to be conducted during FY 18-19.**
- **Conduct an external salary study (conducted by City staff) for all constitutional officers.
Update: To be conducted during FY 18-19.**
- **Review Ethics Training for Employees.
Update: Upcoming during FY 18-19 to determine/begin training.**
- **Add part-time positions to classification/pay plans effective July 1, 2018
Update: Complete**
- **Discuss distribution of City street repairs during budget review with Council. South end of town to be worked on in FY 18-19 Pavement Preservation Program (get more information for Public Works)
Update: Pavement preservation work during FY 18-19 will include streets on the south end of the City.**
- **What type of salt/gravel is being used?
Update: The city uses salt and a sand/salt mixture for traction/melting. Magnesium chloride is used on the government building sidewalks. Magnesium is less damaging than salt or calcium chloride. However, some salt is used in the roundabout by the City and VDOT.**

Special Meeting Minutes

July 17, 2018

Page 9

- **Roundabout Curb Damage by snow plow.**
Update: Streets/Maintenance have made repairs to roundabout curbs, and are currently unaware of any additional damage.
- **Status of City directory sign at the I-95 exit ramp before the roundabout construction took place.**
Update: Sign found.
- **Historical District signs.**
Update: Historical District sign installation has begun.
- **Follow-up on Public Notice printed publication requirement (state law change possibly through Delegate Cox or support through VML).**
Update: House Bill 642 failed in the 2018 General Assembly regarding online publication of legal notices. The City will contact legislators to encourage this type of legislation next year.
- **Joint meeting between Planning Commission and Council to discuss a Tax Abatement Program.**
Update: Joint meeting was held on Tuesday, March 20, 2018. Tax Abatement ordinance to be on the August Regular Meeting Agenda for 1st reading.
- **City Decal Elimination – Revise ordinance (Council pass/approve revision then City Manager to send out public notification of revision).**
Update: Decal elimination ordinance passed on 2nd reading on March 13, 2018. Public notice was published in the Summer 2018 City Focus and on the City website.
- **Council Agenda Revision – Remove Consideration of Claims from Agenda.**
Update: Council approved revision of Rules of Procedure to delete Consideration of Claims at the February 13, 2018 meeting.
- **Council to visit Violet Bank during Work Session.**
Update: Council met at Violet Bank on May 15, 2018.
- **House that burned on Ridge Road – residential code violation status**
Update: Various code violations are overdue; will continue to provide updates by email.
- **Burned house on South Valley Drive – Should it be boarded up?**
Update: Permit was applied for on February 1, 2018 to rebuild on existing foundation. All rough inspections have been completed on the new home.
- **Work Place Violence and Active Shooter Training – City Staff.**

Special Meeting Minutes

July 17, 2018

Page 10

Update: Police Department has conducted Active Shooter Training for staff members and others. Training will be scheduled for additional staff members as well.

Mr. Smith stated he would provide Council with the slides presented and would also provide an update on the items not yet complete as progress occurs.

F. Consideration of Donations to Individuals.

Mayor Kochuba recalled Mr. Green's motion and a second at the July Regular meeting approving a donation to an individual; however, after further information was received, Mayor Kochuba made a motion to rescind the vote by which Council approved the donation to the individual. Mayor Kochuba stated that although Mr. Green was not present for tonight's meeting, he was in agreement of request to rescind the vote. A second was made by Mr. Piotrowski and carried unanimously on voice vote.

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

Motion UNANIMOUS PASS

Addressing Mr. Piotrowski's question regarding the City Rumor Mill page and the location of such page on the City's website, the City Clerk confirmed the location of link with Mr. Smith agreeing to move the link to a more accessible area on the City's website.

Mayor Kochuba reminded Council there would be a regularly scheduled meeting in August, but no work session.

5. Adjournment.

A motion to adjourn the Special Meeting was made by Mrs. Luck, seconded by Mr. Piotrowski, and carried unanimously on voice vote at 8:52 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk