

CITY OF COLONIAL HEIGHTS, VIRGINIA
City Council Retreat
Friday & Saturday, March 4-5, 2022
Captain Todd Lighthouse Suite, Smithfield Station
Smithfield, Virginia

Friday, March 4, 2022

I. Call to Order

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

Present: **The Honorable Kenneth B. Frenier**
 The Honorable John E. Piotrowski
 The Honorable Dr. Laura F. Poe
 The Honorable Robert W. Wade
 The Honorable John T. Wood (arrived at 1:27 P.M.)
 The Honorable Elizabeth G. Luck, Vice Mayor
 The Honorable T. Gregory Kochuba, Mayor

The meeting was called to order by Mayor Kochuba at 1:05 P.M.

Dr. Poe read the following Declaration of Remote Participation:

- 1. I am unable to physically attend the meeting due to a personal matter that prevents my attendance at the meeting; and**
- 2. The remote location from where I am participating is 110 Seaton Drive, Colonial Heights, VA; and**
- 3. This is the first meeting of the current year I have participated remotely.**

A motion was made by Mayor Kochuba, seconded by Mr. Frenier, to allow Dr. Poe to participate remotely.

Vote: 6-0
Yes: **Frenier**
 Piotrowski
 Poe
 Wade
 Luck
 Kochuba
No: **None**
Absent: **Wood (arrived at 1:27 P.M.)**

Abstained: None

Motion UNANIMOUS PASS

At this time, Declarations of Personal Interest were read by Messrs. Piotrowski and Frenier, and Dr. Poe; and a copy of each Declaration of Personal Interest is attached to these Minutes.

II. Discussion Regarding Overall City Vision and Priorities

Mr. Smith provided an overview of proposed vision and mission statements as well as proposed goal areas for the City. There were favorable responses expressed by Council members relative to the options presented.

There was no action taken on this item.

III. Discussion Regarding Employee Compensation

Ms. Carpenter, Human Resources Director, provided information relative to the prior compensation pay plans and the consolidation of those plans to improve workplace moral. Additionally, Ms. Carpenter discussed step pay plans implemented by surrounding localities for both general and public safety employees. Continuing, Ms. Carpenter provided comments relative to a plan to address compression and a step plan structure implementing 2% steps. There was continued discussion by staff and Councilmembers.

There was no action taken on this item.

IV. Break

V. Development Related Update and Discussion

A. Staff Economic Development Update

Mrs. Epps, Economic Development Director, presented information on the following:

- 1. The current vision and mission statement for Economic Development.**
- 2. Highlights of the Economic Development website**
- 3. Proposed project developments**
- 4. Findings of the market analysis of the Downtown Strategies Report to create a “custom trade area.”**

B. Discussion of Vision for Development Opportunities in the City

- 1. Corridor revitalization specific to the Boulevard addressing:**
 - a. Parking**
 - b. Building orientation**
 - c. Screening and service areas**
 - d. Landscaping**
 - e. Signage**

- 2. Crater Planning District Commission Resilience and Recovery Plan**

VI. Discussion Regarding Policy for Requesting Employee Vaccination Status

Mr. Smith suggested the following language for an additional paragraph regarding employee COVID vaccinations which would be incorporated into the existing City Personnel Records Policy:

“Employees may be asked about their vaccination status for COVID-19 by their Department Head or supervisor. COVID vaccination status will be used to assist in decisions for quarantine, return to work, or other health and safety measures to protect employees and the public. Employees who choose not to release their COVID vaccination status will not be subject to disciplinary action for choosing not to release their COVID vaccination status, and they will be assumed to be unvaccinated. Employees shall not be discriminated against for choosing not to release their COVID vaccination status. If an employee chooses to submit a proof of vaccination card or document to the City, this information will be stored in a confidential health information file, separate from the employee’s personnel file.”

Council Action: It was the general consensus of Council to incorporate such paragraph.

VII. Break

VIII. Financial Overview

Mrs. Sadler provided information on the following items:

A. Revenue Trends

Mrs. Sadler reported that real estate taxes were trending significantly higher and of the top six revenue taxes, the City’s Sales Tax was trending higher.

B. FY22-23 Budget Preview

- **Increase in Riverside Regional Jail per diem**
- **FY22 refunding and new bonds**
- **VRS rate changes**
- **Health insurance rate changes**
- **Cost of Living and salary market changes**
- **Minimum wage increase**

C. Project Updates

Mrs. Sadler advised of upcoming changes in the Munis Financial System.

D. Other Financial Items

- 1. Real Estate Tax Rate Comparison**
- 2. Personal Property Tax Rate Comparison**
- 3. 2018 Bond Project update**
 - a. Computer Aided Dispatch**
 - b. Hrouda Pump Station**
- 4. Emergency Response Fund – COVID-19**

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

Council convened for dinner at 6:00 P.M.

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

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

XI. Financial Overview (continued)

Mr. Smith and Mrs. Sadler provided information relative to the refinancing previous debt and new debt for the following:

- **Security upgrades**
- **Water and sewer projects**
- **Shepherd Stadium improvements**
- **Balance of funding for Fire Unit #941**
- **Two High School Projects**

XII. Police Department Discussion Items

- A. Discussion regarding increased fine amount for handicap parking violations.**

Action: It was the consensus of Council to increase the citation for handicap parking violations from \$100 to \$250.

- B. Discussion regarding red light and speed detection cameras**

There was brief discussion initiated by Mrs. Luck; however, no action was taken on the item.

In an effort to adhere to the time schedule, Mayor Kochuba called for a recess at 9:25 P.M. and advised the meeting would reconvene at 9:00 A.M. Saturday morning.

Saturday, March 5, 2022

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

A motion was made at 9:00 A.M. by Mayor Kochuba, seconded by Mrs. Luck, to reconvene the meeting.

**Present: The Honorable Kenneth B. Frenier
The Honorable John E. Piotrowski
The Honorable Dr. Laura F. Poe
The Honorable Robert W. Wade
The Honorable Elizabeth G. Luck, Vice Mayor
The Honorable T. Gregory Kochuba, Mayor**

Absent: The Honorable John T. Wood

III. Freedom of Information Act Training by City Attorney

Mr. Fisher presented the required FOIA training to all Council Members except Mr. Wood. Attached to these Minutes is the PowerPoint handout Mr. Fisher distributed to Council Members as part of his presentation.

IV. Discussion Regarding Funding for Water and Sewer Infrastructure

There was discussion and consideration by staff and Council relative to the increased funding for water and sewer infrastructure needs. It was the consensus

of Council not to increase such rates for the current year with further consideration of such at a later date.

The following items were also discussed relative to proposed changes in Utility Billing:

- Additional meter reader
- An increase from part-time to full-time administrative staff position
- Change from bi-monthly to monthly billing
- Continued conversion from manual to digital meter reading

V. Break

VI. Closed Meeting Pursuant to the Code of Virginia in accordance with the following provision:

- Paragraph A.1 and A.8 of Virginia Code Section 2.2-3711, to discuss or consider the performance of the City Manager concerning a City Employee, and consult with legal counsel employed by a public body regarding a specific Legal Matter – a personnel matter – requiring the provision of legal advice by such counsel.

A motion to convene in a closed meeting was made by Mr. Piotrowski, seconded by Mr. Wade, at 10:56 A.M.

<u>Vote:</u>	6-0
Yes:	Frenier Piotrowski Poe Wade Luck Kochuba
No:	None
Absent:	Wood
Abstained:	None

Motion UNANIMOUS PASS

VII. Vote to come back into open meeting.

A motion to reconvene in open session was made by Mr. Wade, seconded by Mr. Piotrowski, and carried unanimously on roll call vote at 12:43 P.M.

<u>Vote:</u>	6-0
Yes:	Frenier Piotrowski

	Poe
	Wade
	Luck
	Kochuba
No:	None
Absent:	Wood
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.1 and A.8 of Virginia Code Section 2.2-3711, to discuss or consider the performance of the City Manager concerning a City Employee, and consult with legal counsel employed by a public body regarding a specific Legal Matter – a personnel matter – 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 (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:	Frenier
	Piotrowski
	Poe
	Wade
	Luck
	Kochuba
No:	None
Absent:	Wood
Abstained:	None

Motion UNANIMOUS PASS

VIII. Adjourn

There being no further business, a motion was made by Dr. Poe, seconded by Mr. Piotrowski, and approved on voice vote to adjourn the meeting. The meeting was adjourned at 12:45 PM.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk