

**CITY OF COLONIAL HEIGHTS, VIRGINIA
Regular Meeting of City Council
Tuesday, June 14, 2022**

1. Call to Order

The Regular Meeting of City Council was called to order by Mayor Kochuba at 7:00 P.M.

2. Roll Call

The following members of Council and Council's staff were present for roll call by the Clerk:

Present: Councilman Kenneth B. Frenier
Councilman John E. Piotrowski
Councilwoman Dr. Laura F. Poe
Councilman Robert W. Wade
Vice Mayor Elizabeth G. Luck
Councilman John T. Wood
Mayor T. Gregory Kochuba

Absent: None

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

3. Devotion

A devotional prayer was led by Dr. Poe.

4. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Kochuba.

5. Adoption of Agenda

A motion was made by Mr. Piotrowski, seconded by Mr. Wade, to approve the agenda.

**Vote: 7-0
Yes: Frenier
Piotrowski
Poe
Wade**

Regular Meeting Minutes

June 14, 2022

Page 2

Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

6. Declarations of Personal Interest

Declarations were read by Messrs. Frenier, Piotrowski, Wade, Mrs. Luck and Dr. Poe. Dr. Poe also read a Statement of Disqualification for Ordinance No. 22-10 and Resolution No. 22-22. Statements were filed with the Clerk.

Before moving forward, Mayor Kochuba recognized Lia Tremblay, School Board Member, and Malysa Rhodes, the City's new Finance Director.

7. Commendations and Presentations

- A. A PROCLAMATION
Designating June 15, 2022 as World Elder Abuse Awareness Day in the City of Colonial Heights, Virginia**

Eileen Drake received the Proclamation on behalf of the Crater District Area Agency on Aging and provided information relative to the function of the agency

8. Reading of Manner of Addressing Council.

Mr. Fisher read the Manner of Addressing Council.

9. Written Petitions and Communications

There were none.

10. Advertised Public Hearing

- A. AN ORDINANCE NO 22-10
(First Reading) To adopt a revised General Pay Plan Class and Salary Range that increases by approximately 2% the range of each grade for full-time employees; changes the Public Works Technician position to Public Works Technician I and Public Works Technician II positions, along with the corresponding**

Regular Meeting Minutes

June 14, 2022

Page 3

job description and class specifications for each position; revises the job description for the Youth Program Coordinator position; revises a title of one position to Senior Paralegal/Deputy City Clerk and includes the revised title on the job description; and adopts a Public Safety Step Plan.

A motion was made by Mr. Wade, seconded by Mr. Piotrowski, to adopt Ordinance No. 22-10.

Mayor Kochuba recalled Council's previous discussion regarding the changes listed in Ordinance No 22-10 and further advised Council members met individually with Mr. Smith to discuss changes to the proposed pay plan.

Mr. Smith reviewed the ordinance description specifically noting the new minimum salary for full-time employees will be \$15.00 per hour. Additionally, Mr. Smith advised that later under Resolution No. 22-22, he will discuss additional maintenance position pay adjustments.

Continuing, Mr. Smith provided changes to the Public Safety Step Plan; noting the initial 2.5% steps and implementation process which provided limited movement through the plan. Mr. Smith provided Council with a revision to the initial Pay Plan to be substituted as the Step Plan attachment for Ordinance No. 22-10. Mr. Smith advised the attachment provided for a 20-step plan with 2% step movement between each step, also showing a break-down of Public Safety positions. Mr. Smith stated staff was requesting Council's approval and adoption as part of the process. Continuing, Mr. Smith stated this type of plan would be discussed and it would be explained how an employee would move through the plan.

Mayor Kochuba reminded Council that approval of Ordinance No. 22-10, describing the structure of the proposed Step Plan and approval of Item 13-B Resolution No. 22-22, describing implementation of the proposed Step Plan, went hand in hand.

Public Comments: None

Council Comments:

Mr. Frenier commended staff for their efforts and further stated the proposed plan was better than that previously presented.

Mr. Wood also commended staff for their efforts, echoing Mr. Frenier's comments.

Regular Meeting Minutes

June 14, 2022

Page 4

Vote: 6-1
Yes: Frenier
Piotrowski
Wade
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: Poe

Motion: PASS

- B. AN ORDINANCE NO 22-11**
(First Reading) Amending § 244-13 of Chapter 244, Solid Waste, of the Colonial Heights City Code by modifying the monthly charges for solid waste and collection and disposal of the collection and recycling of recyclable materials.

A motion was made by Dr. Poe, seconded by Mrs. Luck, to adopt Ordinance No. 22-11.

Mr. Smith presented the following proposed modifications to the new contract:

Change the monthly trash/recycling collection charge from \$14.14 to \$18.50

- Residents and business that currently have two trash cans as of June 30, 2022 will receive two new cans for the new service at no cost. The previous fee of \$2.10 per month for collection of a second trash can is removed.**
- Other residents and business that desire an additional trash can may purchase one from CVWMA; there will also be no charge for collection of the second can in this case.**
- Any resident or business that desires more than two trash cans to be collected will be charged a fee of \$3 per can per month for each supplemental can exceeding two.**

Public Comments: None

Council Comments:

Regular Meeting Minutes

June 14, 2022

Page 5

Mr. Wade stated that residents would receive larger cans and all trash must be in the can and reminded those in attendance that a call must be made to CVWMA if trash exceeded the limit of the receptacle.

Mr. Frenier recalled the notification on the website relative to special collection exceptions for handicapped and/or senior residents unable to move their receptacle to and from the street. Additionally, Mr. Frenier requested that the price increase be published on the City website notifications.

Addressing Mr. Piotrowski's comments relative to the continuing situation in the Brandywine neighborhood, Mr. Todd Flippen advised he met with a concerned citizen serving on the Brandywine HOA and representatives from CVWMA. Mr. Flippen advised that a temporary solution had been reached with further discussion for a permanent solution in the future. Mrs. Luck shared similar concerns from another resident.

Continuing, Mr. Flippen addressed comments from Mayor Kochuba relative to the pick-up of bulk waste.

**Vote: 6-1
Yes: Frenier
Poe
Wade
Wood
Luck
Kochuba
No: Piotrowski
Absent: None
Abstained: None**

Motion: UNANIMOUS PASS

11. Hearing of Citizens Generally on Non-Agenda Items

Heather Minetree – 500 Fairmont Drive – Spoke in opposition of the proposed Fall Line Trail.

Mr. Smith provided brief comments relative to the progression of the plan with Mrs. Luck stating she would like to walk the proposed trail before any action was made by Council.

12. Consideration of Uncontested Minutes, Ordinances, Resolutions, and Motions in Accordance with the Consent Agenda

Regular Meeting Minutes

June 14, 2022

Page 6

- A. AN ORDINANCE NO 22-FIN-4
(Second Reading) Adopting the General Fund Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and appropriating the estimated yearly revenues for the objects and purposes stated herein.**
- B. AN ORDINANCE NO 22-FIN-6
(Second Reading) Adopting the budgets for various funds for the fiscal year beginning July 1, 2022, and ending June 30, 2023, and appropriating the estimated revenues for the year for the principal purposes stated.**
- C. AN ORDINANCE NO 22-8
(Second Reading) Providing for changes on the tax levy on certain personal property for the 2022 tax year; and providing for a tax levy on personal property for the 2023 tax year, for general municipal purposes.**
- D. AN ORDINANCE No 22-9
(Second Reading) Providing for a levy on all real estate located in the City not exempt from taxation to be fixed at \$12.20 for the tax year commencing January 1, 2023, and ending December 31, 2023 for general municipal purposes.**
- E. April 12, 2022 Special Meeting Minutes**
- F. April 12, 2022 Regular Meeting Minutes**

A motion was made by Mrs. Luck, seconded by Mr. Wade, to adopt the Consent Agenda as presented.

Vote: 7-0
Yes: Frenier
Piotrowski
Poe
Wade
Wood
Luck
Kochuba
No: None
Absent: None
Abstained: None

Motion: UNANIMOUS PASS

13. Introduction and Consideration of Ordinances and Resolutions

- A. A RESOLUTION NO 22-21
Approving the City Manager’s Fiscal Year 2022-2023 Proposed
Annual Operating Budget**

A motion was made by Mayor Kochuba, seconded by Mr. Piotrowski, to adopt Resolution No. 22-21.

Mr. Smith thanked Council for their consideration for approval of the overall budget, also thanking staff, particularly in the Finance Department, for their efforts in preparing the budget. Mayor Kochuba echoed Mr. Smith’s comments also commending staff for their efforts in preparation of the budget.

**Vote: 7-0
Yes: Frenier
Piotrowski
Poe
Wade
Luck
Wood
Kochuba
No: None
Absent: None
Abstained: None**

Motion: UNANIMOUS PASS

- B. RESOLUTION NO 22-22
Approving the following: (1) salary adjustments for full-time Public Safety employees as provided for in the Public Safety Step Plan the City Manager recommends; (2) a 5% salary increase for all full-time employees who are not included in the Public Safety Step Plan; (3) compensation for any full-time employee who will not receive a full 5% salary increase due to being at the top of the employee’s salary grade; and (4) additional salary adjustments the city Manager recommends for some full-time maintenance employees.**

Regular Meeting Minutes

June 14, 2022

Page 8

A motion was made by Mr. Wade, seconded by Mrs. Luck, to adopt Resolution No. 22-22.

Mr. Smith provided the following information relative to the Public Safety Step Plan and other compensation for City employees:

- **A new Public Safety Plan is proposed for the Police and Fire personnel and Emergency Communications and Animal Control staff that are included in the updated Step Plan Salary Grade Structure.**
- **The Step Plan is structured with 21 steps; it provides the opportunity for staff to see an outline of future planned increases.**
- **Plan includes 2% movement between steps.**

The proposed Step Plan implementation provides for the following, Effective July 1, 2022; implemented with pay period beginning June 22, 2022:

- **Employee salaries are added to the step plan by placing salaries at the next highest step in the plan.**
- **Employee salaries are then moved forward two steps.**
- **Employee salaries are adjusted in the step plan according to the summary implementation document.**
- **Career Development is converted to a flat dollar amount program (removed from salaries before step plan placement and then added back after step plan adjustments).**
- **The Implementation document lists various future implementation items, some of which will require a Code amendment.**

City Employees 5% Cost of Living Adjustment:

- **A 5% salary increase for full-time employees who are not included in the Public Safety Step Plan.**
- **Effective June 22, 2022 (beginning of the pay period for the first pay day in July)**
- **Resolution address lump sum payment for employees at top of the salary scale**

Additional pay adjustment for Maintenance staff (Public Works, Recreation and Parks, and Meter Reader Staff up to Grade 14):

- **Following the 5% Cost of Living Adjustment, increase salary to proposed new minimum, if below, on updated pay plan (or reclassified to a new position level).**
- **Provide additional base salary increases based on years of service as described in the summary implementation document.**

Regular Meeting Minutes

June 14, 2022

Page 9

- **Provide additional targeted adjustments for certain employees as approved by the City Manager.**
- **Resolution to address lump sum payment for employees at top of the salary scale.**

Mr. Smith advised he would conduct further review with City Departments for potential additional case by case adjustments during the fiscal year, not to exceed \$75,000 in estimated salary costs.

The estimated salary/benefits cost for the noted adjustments were as follows:

• City Employees 5% COLA	\$ 492,000
• Additional pay adjustments for Maintenance Staff	\$ 70,000
• Public Safety Step Plan	\$ 870,000
Estimated total salary/benefit cost:	\$1,432,000

At the conclusion of Mr. Smith’s presentation, Council offered the following comments:

Mrs. Luck commended Mr. Smith for his efforts relative to the Step Plan and additional employee compensation; however, she asked if the proposed was sustainable as the City would need to continue to grow revenues. Addressing Mrs. Luck’s question, Mr. Smith stated salary increases were based upon the City’s continued work in growing revenue and revenue sources to fund the increases. Additionally, Mr. Smith stated the services provided by the City were because of the hard work by City employees and staff will work to keep thing moving forward to grow City revenues.

Addressing Mr. Wood’s comments relative to a double or sometimes triple step for some employees based upon the number of years employed; Mr. Smith stated he felt this was the best way to approach the concerns presented at the previous meeting.

Mr. Wade asked if the proposed Step Plan would eliminate the compression issue within Public Safety with Mr. Smith responding that it would not eliminate compression; however, there was room for future adjustments.

Addressing Mayor Kochuba’s comments relative to the City’s Public Safety now being “more competitive” with other jurisdictions, Mr. Smith stated he felt this was putting the City at a much more competitive position than in the past. Mr. Smith offered additional comments relative to the differences in other locality’s step plans; however, he felt the proposed plan did put the City in a better position to be more competitive.

Regular Meeting Minutes

June 14, 2022

Page 10

Mr. Frenier noted that along with the proposed increase in pay, the City also contributed a large percentage to employee health insurance and VRS benefits.

There being no additional discussion, Mayor Kochuba called for the vote.

Vote: 6-1
Yes: Frenier
Piotrowski
Wade
Luck
Wood
Kochuba
No: None
Absent: None
Abstained: Poe

Motion: UNANIMOUS PASS

14. Unfinished Business, Contested Ordinances and Resolutions, And Items Removed from the Consent Agenda.

There was none.

15. Reports of Officers and Documents Related Thereto.

A. City Manager

1. General Activity Report

Mr. Smith provided Council with the upcoming dates of interest as noted in the agenda packet further advising there would be no August Work Session.

B. City Attorney

Mr. Fisher advised that the School Board had rescheduled their June meeting to June 20, 2022.

C. Director of Planning and Community Development

Mr. Smith advised the Planning Commission and Board of Zoning Appeals did not meet during the month of June.

Regular Meeting Minutes

June 14, 2022

Page 11

Before adjournment, Mr. Flippen provided Council with updates relative maintenance of the pond and fountain at the roundabout interchange.

Chief Wayne Hoover and acting Chief Rob Ruxer thanked Council and Mr. Smith for their efforts and consideration relative to the Public Safety Step Plan.

16. Adjournment

There being no further business, a motion was made by Mrs. Luck, seconded by Mr. Wade, and carried unanimously on voice vote to adjourn the meeting. The meeting was adjourned at 8:14 P.M.

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk