

**CITY OF COLONIAL HEIGHTS, VIRGINIA**  
**City Council Retreat**  
**Friday & Saturday, January 18-19, 2020**  
**Captain Todd Lighthouse Suite, Smithfield Station**  
**Smithfield, Virginia**

**City Council and staff in attendance at Roll Call by the City Clerk:**

**Mr. Michael A. Cherry**  
**Mr. Kenneth B. Frenier**  
**Mr. W. Joe Green, Jr. (arrived late)**  
**Mr. John E. Piotrowski**  
**Mr. John T. Wood (arrived late)**  
**Vice Mayor Elizabeth G. Luck**  
**Mayor T. Gregory Kochuba**  
**Mr. Douglas E. Smith, City Manager**  
**Mr. Hugh P. Fisher, III, City Attorney**  
**Mrs. Sheila S. Minor, Director of Finance**  
**Mrs. Pamela B. Wallace, City Clerk**

**Beginning Friday, January 18, 2020, Mayor Kochuba called the meeting to order at 1:05 PM with Council and staff discussing the items listed on the agenda. Mayor Kochuba called for a recess at 5:45 PM for Council and staff to retire to the dining room from 6:00 to 7:30 PM for a dinner break. At the conclusion of dinner, Council reconvened at 7:30 PM for further discussion of agenda items. At 8:45 PM, Mayor Kochuba called for a recess, advising that Council would reconvene at 9:00 AM, Saturday, January 19, 2020 to resume discussions.**

**At 9:00 AM Saturday, January 19, 2020, Council reconvened to continue discussion of agenda items. A Roll Call vote by the City Clerk determined those Council members and staff present:**

**Mr. Michael A. Cherry**  
**Mr. Kenneth B. Frenier**  
**Mr. W. Joe Green, Jr.**  
**Mr. John E. Piotrowski**  
**Mr. John T. Wood (arrived late)**  
**Vice Mayor Elizabeth G. Luck**  
**Mayor T. Gregory Kochuba**  
**Mr. Douglas E. Smith, City Manager**  
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**At the conclusion of the meeting, a motion was made by Mayor Kochuba, seconded by Mr. Cherry, to adjourn the meeting. The meeting was adjourned at 12:30 PM.**

Below is a summary of items discussed and considered by staff and Council relative to the January 18-19, 2020 Annual Retreat Agenda:

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#### **Development-Related Update and Discussion**

##### **Staff Economic Development Update/Report**

- Several items can be considered during the budget process:
  - Funding for City-owned property on Dimmock Parkway (\$70,000) to move to state tier III level
  - Downtown revitalization consulting proposal from Retail Strategies
- Staff to bring back information on ideas for incentivizing Boulevard redevelopment.

##### **Discussion of Development Opportunities for Various Properties**

- Staff to review area of dumping at the side of Home Depot.
- Staff to review businesses on Pickwick/Dupuy and if a zoning change would help develop business.
- Staff to review property that the City could potentially purchase.

##### **Discussion Regarding Boulevard Sidewalks/Other Sidewalk Locations**

- Staff to bring back Temple Avenue sidewalk ideas to Council.
- Staff will continue to apply for funding for Boulevard Projects that include sidewalks.

#### **City Facilities Security Assessment/South Park Mall Patrol Update and Discussion**

- Council supported staff doing an RFP for a full City facilities security assessment. Staff will bring the topic back to Council for funding appropriation.
- Staff is to work with the Chamber on coordinating meetings of mall and businesses near the mall and then invite the Police Chief to attend a meeting.

#### **Human Resources Topics**

##### **Employee Compensation Discussion**

- Staff to work on developing a broader career development program (will be brought back to Council).

##### **City Employee Training Program Discussion**

- Staff will proceed with development/implementation of an employee training program.
- Training topics will include cyber security, first aid/CPR for field personnel, customer service, and other areas.

- HR will conduct training needs assessments with Departments.

#### **Payroll/Benefit Policy Recommendations**

- **Short-term Disability Benefits** – Council is OK with staff recommendation to only allow VRS Plan 1 and 2 Employees participate in the City Short-Term Disability Plan; no further Council action needed. Staff will implement this change.
- **City Code Sick Leave Payout** – Council supports changing the sick leave payout provision in the City Code to clarify that the five (5) years of service is with the City. Staff will bring this item forward for Council action.
- **Health Insurance Credit** – Staff brought a resolution to Council (February 11, 2020 Regular Meeting) to clarify that the years of service for the Retiree Health Insurance Credit is years of service with the City.
- **Sick Leave Bank Updates** – Council supported staff recommended changes to only allow VRS Plan 1 and 2 employees to use the sick leave bank and to modify the review process to be through HR with City Manager approval rather than using a review committee. Staff will bring forward an updated Sick Leave Bank Policy for Council action.

#### **Financial Overview**

- Council agreed to include the option for a right-of-way use fee in the Verizon agreement being negotiated by the City Attorney.
- Council discussed and determined to utilize the Cigarette Tax revenue above \$460,000 in the FY21 budget to split between the match for the SAFER Grant and road projects.

#### **Discussion Regarding City Hall Office Needs/City-Owned Property near City Hall**

- Staff will provide Council with an update on the cost for cleaning records stored at 218 Highland Avenue so the records can be relocated elsewhere.
- For 218 Highland Avenue, staff will get a cost estimate for tearing down the building and building a parking lot.
- For the Health Department Building, staff will pursue the building for the City and explore if the Health Department can be relocated to another location within Colonial Heights (several possible locations were mentioned).
- Staff is to obtain statistics for the number of people served by the Health Department location in Colonial Heights.

#### **Review School Memorandum of Understanding**

- Staff will review the trend in pay raises over time for Colonial Heights (City compared to Schools).

- Staff will prepare comparative information related to other localities local contribution for school funding to discuss at the joint meeting with the School Board in May 2020:
  - LCI information
  - Free and reduced lunch statistics
  - Percentage of funds contributed to schools; and what that percentage is calculated on (if there is a formula)
  - Show whether other locality's funds contributed to schools are structured to cover capital improvement projects for the schools
- Discussion occurred regarding possibility of the school system paying a portion of the City's annual audit (school system is a component unit of the City in the audit).
- City staff provided an overview of Colonial Heights Schools proposed renovations with some discussion by Council; further discussion on the proposed renovations will occur once the Schools submit a proposal.

#### Items for Brief Discussion

#### City Holiday Schedule

- Council confirmed the list of City Holidays for 2020, and Council was supportive of staff bringing the future year's list to Council prior to the end of the calendar year.

#### Violet Bank Restoration Phase I Project Update

- Staff is to look into source of funding Petersburg received for the Siege Museum.
- Staff will check on any impact to the cucumber tree roots if a house is built on a property for sale near Violet Bank.

#### Urban Archery

- Council decided to include a requirement for urban archery in the City to be from a 10-foot high elevated platform. The City Attorney will bring back a resolution to add this elevation requirement.

#### Tri-City Landfill Update

- Council does not support reopening of the (Tri-City) landfill.
- The City Manager will be writing a general letter for County Waste for a process they are working on for a landfill in another area.

#### Purchasing Used Vehicles

- Staff will plan on purchasing new vehicles as the main strategy with the option for purchasing used when that works for the Department and Fleet Maintenance.