

CITY OF COLONIAL HEIGHTS

2025 Annual City Council Retreat
Smithfield Station
409 South Church Street, Smithfield, Virginia
February 21–22, 2025

Friday, February 21, 2025

I. Call to Order

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

Present: The Honorable Elizabeth G. Luck
 The Honorable Tricia L. Palmer
 The Honorable Craig R. Skalak
 The Honorable Brad E. Slaybaugh
 The Honorable John T. Wood (arrived late)
 The Honorable John E. Piotrowski, Vice-Mayor
 The Honorable T. Gregory Kochuba, Mayor
 Mr. Douglas E. Smith, City Manager
 Mr. Hugh P. Fisher, III, City Attorney
 Dr. Leonardo Caballero, Assistant City Manager
 Mrs. Christina Sadler, Director of Finance
 Mrs. Pamela B. Wallace, City Clerk

The meeting was called to order by Mayor Kochuba at 2:00 P.M. after which time, Mr. Smith led the meeting.

II. Review of 2024 City Council Retreat

- The City Manager reviewed highlights and follow-up items from the 2024 City Council Retreat.
- **Action:** City Manager to follow up with the Commissioner of Revenue regarding making proactive enforcement of the cigarette tax a priority.
- **Action:** Follow up regarding a Subway location in Colonial Heights that reflected Chesterfield County meals tax on customer receipts.
- Council discussed enforcement related to business licenses, personal property taxes, and similar compliance matters.
- **Action:** City Manager and Finance Director to review, during the budget process, the feasibility of a part-time auditing position focused on revenue verification and compliance.

III. Discussion of Possible Funding Sources for Potential Future School Construction Project

- This item was held for later discussion.

IV. Break

V. Financial Overview

A. Revenue Trends

- Staff reviewed recent revenue trends.

B. FY 24 Year-End Update

- Staff provided an update on FY 2024 year-end financial results.

C. FY 25–26 Budget Preview

- Staff presented a preliminary FY 2025–2026 budget preview.
- A comment was made that the Capital Improvement Program (CIP) had historically been developed during the fall.
- Staff noted that the date listed for the school appropriation ordinance on the budget timeline would need to be verified.

D. Employee Compensation Discussion

- Council discussed employee health insurance costs, including comparisons to other localities and how the School Division addressed health insurance cost sharing and salaries.
- Council expressed interest in a new employee commitment or contract concept for Fire and Police, with a two-year timeframe discussed.
- Action: City Manager to seek feedback from the Police Chief and Fire Chief regarding the new hire contract concept and report back to Council.
- Council questions included:
 - What is currently being paid in overtime to other staff for Fire Recruit School training?
 - What is the total cost of placing a new police officer or firefighter on the street?
- The City Manager presented a midyear compensation concept, including:
 - General Employees: 1% pay adjustment
 - CDL Drivers: \$2,000 salary adjustment
 - Public Safety Pay Plan:
 - Establish a new starting salary of \$55,024 for police officers and firefighters and implement the full 2% step increase between Step 1 and the next step

- Increase paramedic pay an additional 3% to maintain a 10% differential between Firefighter EMT and Paramedic
 - Increase Public Safety Supervisors by 1% and increase Communications and Animal Control by 1%
- **Action:** Council supported the City Manager’s recommended pay adjustments effective April 1, 2025.

E. Proposed Road Projects for FY 25–26

- Council asked staff to check on a manhole issue on Conduit Street following a paving project.
- Council commented on the desire to have a consultant ensure pavement work meets project specifications, noting concerns with road crowning and blending on Conduit Street.
- **Action:** Staff to provide an update on how road work quality is reviewed and whether a consultant is currently utilized.
- Council also requested staff to check on a dip located on Roslyn Street.

F. Capital Projects Update

- Staff provided an update on the City facilities security project.

G. FY 25 City Debt Issuance

- Staff introduced the concept of using the Virginia Resources Authority (VRA) pooled bond issuance approach.
- **Action:** Council unanimously supported pursuing VRA borrowing opportunities and proceeding with the process.

H. Other Finance Items

- Staff provided an overview of the Tyler Munis implementation and the upcoming phase.
- Real estate reassessment was noted as a topic needing future discussion.
- **Action:** Bring credit card processing fees to a future Council work session, including discussion on whether the full cost could be passed through.
- Council requested staff to check on conflicting information regarding payment methods for tickets (cash/check versus credit card).

VI. Break

VII. Economic Development Update/Discussion

A. Economic Development/Tourism Vision and Strategy

- Council discussed the importance of promoting the City through video marketing.

B. Current Projects Review

- Action: Staff to continue working available properties at Pickwick and bring information back to Council.

C. Development Opportunities for Various Properties

The Clerk announced the purpose of the closed meeting.

D. Closed meeting pursuant to the Code of Virginia in accordance with the following provisions:

- Paragraph A.3 of Section 2.2-3711 of the Code of Virginia to discuss or consider the disposition of an industrially zoned 19.83-acre parcel of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of a public body.

A motion to convene in a closed meeting was made by Mr. Slaybaugh, seconded by Vice-Mayor Piotrowski.

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Piotrowski
	Kochuba
No:	None
Absent:	Wood
Abstained:	None

Motion UNANIMOUS PASS

E. Vote to come back into open meeting.

A motion to reconvene in open session was made by Mrs. Luck, seconded by Mr. Skalak, and carried unanimously on roll call vote at 5:05 P.M.

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh

	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

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

- Paragraph A.3 of Section 2.2-3711 of the Code of Virginia to discuss or consider the disposition of an industrially zoned 19.83-acre parcel of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of a public body.

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 stated departure from the requirements of clauses (i) and (ii) by the following roll call vote:

<u>Vote:</u>	7-0
Yes:	Luck
	Palmer
	Skalak
	Slaybaugh
	Wood
	Piotrowski
	Kochuba
No:	None
Absent:	None
Abstained:	None

Motion UNANIMOUS PASS

F. Community Branding

- Action: Council supported staff bringing back City Seal refresh and branding logo concepts to a future work session.

VIII. Break for Dinner

Mayor Kochuba called for recess at 6:00 P.M. for dinner in the Smithfield Station Restaurant.

IX. Reconvene

Mayor Kochuba reconvened the meeting in the Captain Todd Executive Lighthouse Suite at 8:20 P.M.

X. Utilities Funds Discussion Items

A. Discussion on Possibly Billing Stormwater Fees on Real Estate Bill

- Discussion deferred to Saturday.

B. Utility Rate Review/Proposed Rates for FY 26

- Discussion deferred to Saturday.

XI. Various Items

A. Fall Line Trail Update

- Council raised questions regarding responsibility for tree maintenance along the trail.
- Council asked whether an additional public hearing opportunity exists for residents.
- **Action:** Staff to follow up on the potential for installing fencing along the Gould and Biltmore areas.

B. Roundabout Enhancement Update

- **Action:** Staff to determine whether stamped concrete work requires a permit, whether it is included in the current permit, and whether the work may proceed if permissible.

C. Health Department Update

- Council requested additional information regarding services in a new facility versus the current building, relocation timeline, and the need for the requested \$46,000 in 100% funding.
- Council was generally supportive of obtaining more information regarding potential relocation to Chesterfield.
- It was noted that restaurant inspections now require a request, whereas regular inspections had occurred previously.

XII. Recess

A motion was made by Mayor Kochuba, seconded by Mr. Slaybaugh to recess the meeting at 9:15 P.M. until 9:00 A.M. Saturday, February 22, 2025.

Saturday, February 22, 2025

I. Breakfast (Smithfield Station Restaurant) and Hotel Check Out

II Reconvene/Call to Order (Captain Todd Executive Lighthouse Suite)

Mayor Kochuba called the meeting to order at 9:02 AM.

The Honorable Elizabeth G. Luck

The Honorable Tricia L. Palmer

The Honorable Craig R. Skalak

The Honorable Brad E. Slaybaugh

The Honorable John T. Wood (arrived late)

The Honorable John E. Piotrowski, Vice-Mayor

The Honorable T. Gregory Kochuba, Mayor

Mr. Douglas E. Smith, City Manager

Mr. Hugh P. Fisher, III, City Attorney

Dr. Leonardo Caballero, Assistant City Manager

Mrs. Christina Sadler, Director of Finance

Mrs. Pamela B. Wallace, City Clerk

III. Overall City Strategic Plan Review and Discussion

- **Action:** Topic to be brought back for discussion at a future work session.

IV. Shepherd Stadium Improvement Projects

- Council supported a 10-year lease for the Chili Peppers with a possible five-year extension, including an out clause.

- Council supported funding the staff-proposed improvements to Shepherd Stadium.
- **Action:** Staff to bring parking considerations for Shepherd Stadium back for further discussion.

V. Break

VI. Planning and Community Development Department Update

A. Community Assessment Survey Results

- Staff presented results of the Community Assessment Survey.

B. Discussion of Next Steps

- **Action:** Council supported bringing the recommendation section of the survey back to a work session for further discussion.

VII. Items for Possible Future Work Session Discussion

- Parking violation fees
- Increased enforcement of parking violations and fire lane enforcement
- School Board funding discussion
- Strategic Planning
- Recognition of community members
- Credit card processing fees
- Utility rate sustainability (stormwater, water, and sewer)
- Stormwater billing methodology, including parcel size considerations
- Vape taxation authority

VIII. Continue Discussion of Retreat Agenda Items / Wrap-Up

(Working lunch)

IX. Adjourn

There being no further business, a motion was made by Mayor Kochuba, seconded by Mr. Piotrowski, and approved on a voice vote (7-0) to adjourn the meeting. The meeting was adjourned at 1:00 PM.