

CITY OF COLONIAL HEIGHTS, VIRGINIA
Special Meeting of City Council
Tuesday, June 18, 2019

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 Michael A. Cherry
Councilman Kenneth B. Frenier
Councilman John E. Piotrowski
Vice Mayor Elizabeth G. Luck
Mayor T. Gregory Kochuba

Absent: Councilman W. Joe Green, Jr. (arrived at 6:05 P.M.)
Councilman John T. Wood (Arrived at 6:15 P.M.)

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

3. Closed Meeting Pursuant to the Code of Virginia in Accordance with the following provisions:

- Paragraph A.8 of Virginia Code Section 2.2-3711, consult with legal counsel employed by a public body regarding a specific legal matter, whether to provide water service to a residence not located in the City of Colonial Heights – requiring the provision of legal advice by such counsel.

A motion to convene in a closed meeting was made by Mayor Kochuba, seconded by Mr. Cherry.

Vote: 5-0
Yes: Cherry
Frenier
Piotrowski
Luck
Kochuba
No: None
Absent: Green (arrived late)
Wood (arrived late)
Abstained: None

Motion UNANIMOUS PASS

4. Voice Vote – Come back into Open Session.

Special Meeting Minutes

June 18, 2019

Page 2

A motion to reconvene in open session was made by Mayor Kochuba, seconded by Mr. Cherry, and carried unanimously on roll call vote at 6:26 P.M.

Vote:	7-0
Yes:	Cherry
	Frenier
	Green
	Piotrowski
	Wood
	Luck
	Kochuba
No:	None
Absent:	None
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.8 of Virginia Code Section 2.2-3711, to consult with legal counsel employed by a public body regarding a specific legal matter – whether to provide water service to a residence not located in the City of Colonial Heights – 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:

Vote:	7-0
Yes:	Cherry
	Frenier
	Green
	Piotrowski
	Wood
	Luck
	Kochuba

Special Meeting Minutes

June 18, 2019

Page 3

No: None
Absent: None
Abstained: None

Motion UNANIMOUS PASS

A motion was made by Mayor Kochuba, seconded by Mrs. Luck, to approve a water connection at 19319 Branders Bridge Road and acknowledging that the applicant will enter into a written contract with the Director of Public Works including payment of all fees associated with the connection.

Vote: 6-1
Yes: Cherry
Frenier
Green
Piotrowski
Luck
Kochuba
No: Wood
Absent: None
Abstained: None

Motion PASS

5. Declarations of Personal Interest

A declaration was read by Mr. Frenier and filed with the Clerk.

6. A Work Session on the following items:

- A. A RESOLUTION NO 19-29**
Authorizing the City Manager to enter into the “License and Services Agreement” with Tyler Technologies, Inc. for a new Public Safety Computer Aided Dispatch (CAD) system with associated software.

At the request of Mr. Smith, Chief A. G. Moore provided an overview of the proposed CAD system. The new system would replace the existing antiquated system installed in 1994. Chief Moore stated Tyler Technologies was the unanimous decision of the selection team, with the cost of the system coming in under budget.

Chief Moore addressed comments from Council relative to the time for implementation of the system stating that implementation would be approximately 24 months. Chief Moore stated the length of time was due to the large amount of data to be converted.

A motion was made by Mr. Cherry, seconded by Mr. Piotrowski, to approve Resolution No. 19-29.

Special Meeting Minutes

June 18, 2019

Page 4

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

Motion UNANIMOUS PASS

B. Update on the E-One Cyclone Ladder Truck

Chief Moore provide an update on the construction of the E-One Cyclone Ladder Truck stating it was slated for delivery in December of this year and would be presented to Council at the January 2020 meeting. Chief Moore noted the purchase came under budget.

**C. ERP System Implementation Update
Update on the current status of the Enterprise Resource Planning (ERP) System Implementation**

Mrs. Minor provided an update on the implementation of the ERP system; specifically noting the assistance staff had received to date. Mrs. Minor recalled the contract signing in March and commended Mr. Blais, IT Director, for his help with the creation of Share-Point sites. In conclusion, Mrs. Minor stated the first two phases of the project had begun and provided a visual sample of a “Chart of Accounts” and how it would be utilized.

D. Transportation Project Updates and Funding Discussion

At the request of Mr. Smith, Mr. Henley, Director of Public Works, provided Council with information relative to the City being awarded partial funding for four Federal TAP Projects which still have a current funding deficit. The projects are:

- The Boulevard at James Avenue and “A” Avenue**
- The Boulevard at “A” Avenue and Temple Avenue**
- The Appomattox River Trail, Phase 5**
- North Elementary School sidewalks**

Mr. Henley stated it was the recommendation of staff that Council approve the consolidation of the projects, canceling the two Boulevard projects making the trail and school projects whole with respect to funding. Although this is staff recommended, Mr. Henley advised the City would be required to repay approximately \$40,000 in federal and state funds expended on the Boulevard projects. Mr. Henley further explained that the Boulevard was functionally deficient to provide sidewalks due to the lack of storm water drainage infrastructure. However, Mr. Henley advised of the upcoming approval of additional funds for resurfacing of the Boulevard.

After discussion by Council, it was the unanimous decision to accept staff's recommendation to consolidate the four projects previously noted by Mr. Henley, canceling the two Boulevard projects, making the Appomattox River Trail Phase 5, and North Elementary School Sidewalks Projects whole with respect to funding.

Concluding the transportation project discussion, Mr. Henley provided information on the Lakeview Avenue Project and Ellerslie Avenue and Conduit Road Projects. Additionally, Mr. Henley provided an update on the resurfacing project in the southern end of the City and the adverse effects to the curb and gutter from continuous resurfacing of streets. Mr. Henley stated this situation would need to be addressed before additional resurfacing continued.

Before moving to the next item, Mr. Henley stated that with the Commonwealth Transportation Board's approval of the Six-year Improvement Program, approval will be given for Phase IV of the Appomattox River Walk which extends from the Boulevard upstream. Mr. Henley asked that Council recall the MPO's allocation of additional flexible funds with state approval.

E. Storm Water Fee Credit Program Discussion

Mr. Smith provided a brief summary of the item specifically noting Council's official approval would be required on the action Mr. Henley would be discussing.

Mr. Henley recalled the creation of and the reasoning behind creation of the stormwater utility program in 2010 stating that the program was created in an effort to respond to state and federal mandates related to the operation and maintenance of the City's municipally separate stormwater system or MS4. Mr. Henley advised as part of the Clean Water Act, the City is required to have permits for water discharged from the City system into state and/or federal waters.

Mr. Henley stated that residential and certain non-residential property owners are charged stormwater utility fees based upon the amount of pervious area on their parcel(s). Mr. Henley further explained how this fee is calculated and the payment schedule and noted that the Commonwealth requires localities which have a stormwater utility, provide full or partial waivers/system credits to anyone who installs a stormwater management facility or control managers which reduce the amount of run-off or pollutant loadings from their property.

Mr. Henley provided information relative to the current utility ordinances provided in the City Code (§245.25) which states that the City may provide a system of credits to reduce the fees for the properties as well as a stipulation which states that the Department of Public Works would develop written policy to implement the credit system.

Mr. Henley advised his staff researched similar size localities within the Commonwealth and developed policies and procedures to implement a credit program in the City for both residential and non-residential properties. Mr. Henley stated homeowners could apply to receive a credit of up to 50% of the monthly fee with credits being valid for up to three years. Mr. Henley further explained the program structure and implementation process for residential and non-residential users.

At the conclusion of Mr. Henley's presentation, Mr. Smith stated staff would prepare and bring back to Council the required documents for approval at the July regular meeting.

F. Update on Cigarette Tax Implementation

At the request of Mr. Smith, Mrs. Minor provided an update relative to the implementation of the Cigarette Tax and the current figures from the sale of the stamps. Mrs. Minor stated that staff is confident that the retailers were compliant. Continuing, Mrs. Minor stated she had received a letter from Sam's Club stating they would no longer provide stamped cigarettes at the Colonial Heights location noting this created a lack of revenue for the smaller convenience stores in the area. Mrs. Minor stated she had been in contact with Walmart who had expressed interest in providing the service Sam's Club was initially going to provide but advised she had not received confirmation.

G. Discussion on Public Safety Drone Use

Chief Faries and Captain Anspach of the Police Department, provided an overview and information on the proposed purchase of drones to be used for public safety as well as other City uses where applicable. Chief Faries stated the use would be for search and rescue, accident documentation, area mapping and situations which would ensure officer safety. Chief Faries stated that initial funding for the purchase of two drones with proper licensing would be approximately \$6,000. Additionally, Mr. Smith provided information on additional minimal charges associated with the purchase and implementation of the use of such drones.

After questions were addressed by Chief Faries and CPT Anspach, it was the consensus of Council for Chief Faries to move forward with the purchase of two drones to be utilized by public safety and other city departments as necessary.

Special Meeting Minutes

June 18, 2019

Page 7

Addressing Mr. Piotrowski's question relative to the situation at the Petersburg Landfill, Mr. Fisher stated he had not heard anything. There was discussion by Council relative to the City's position to request that the landfill not reopen.

Before adjournment, a motion was made by Mr. Frenier, seconded by Mr. Green to grant city employees Friday, July 5, 2019 as a holiday, in addition to the scheduled holiday of Thursday, July 4, 2019.

Mr. Smith provided compensation information for granting the requested additional day. Additionally, Mr. Fisher stated that City employees should be given adequate notice should Council decide to grant additional days off.

<u>Vote:</u>	6-1
Yes:	Cherry
	Frenier
	Green
	Piotrowski
	Luck
	Kochuba
No:	Wood
Absent:	None
Abstained:	None

Motion PASS

Mr. Smith provided an update on the most recent meeting of the MPO advising there would be a meeting on June 27, 2019 at which time a vote would be taken as to the location of the Multimodal Rail Station. Additional comments were provided by Mr. Wood relative to the importance of the upcoming vote.

Mr. Green recalled his previous comments and concerns relative to the negative impact the rail station would have on the area.

Mayor Kochuba noted that Ft. Lee favored the Colonial Heights location over the other areas.

7. Adjournment.

There being no further business, a motion to adjourn the Special Meeting was made by Mr. Cherry, seconded by Mr. Frenier, and carried unanimously on voice vote at 8:39 P.M

APPROVED:

T. Gregory Kochuba, Mayor

ATTEST:

Pamela B. Wallace, City Clerk