

SUSSEX COUNTY BOARD CHARRETTE MINUTES

(March 8, 2014)

Location: Wakefield Foundation

Time: 9:00 am to 5:00 pm

A. Board Charrette Agenda:

Pursuant to the Boards desire and/or need the County Administrator provided an Agenda for the Sussex County Board of Supervisor's March 8, 2014 Board Charrette

1. Welcome

Vice Chairman Robert Hamlin called the meeting to order at 9:05 am and stated that there was a quorum (The Honorable Chairman Eric Fly and the Honorable Raymond Warren were not in attendance. Mr. Hamlin stated that Mr. Fly had emailed him the previous evening.

Mr. Hamlin then welcomed everyone to the Charrette and thanked them for their attendance.

In attendance were:

The Honorable Vice-Chairman Robert Hamlin, the Honorable Charlie Caple, the Honorable A. G. Futrell and the Honorable John Stringfield.

Also present was the Honorable Bill Collins (Board Tie-breaker), County Treasurer/Finance Director Onnie Woodruff, County Attorney Mike Packer and County Administrator Thomas Harris.

The Vice-Chairman then asked the Honorable Charlie Caple to give the Invocation. Once completed Mr. Hamlin led those present in a Pledge of Allegiance.

Vice-Chairman Hamlin then turned the meeting over to the County Administrator who was serving in the capacity of Facilitator

Mr. Harris then pointed out that there were donuts, juice and water provided by the County and further that Mrs. Drewry (Wakefield Foundation) had brought coffee, ham biscuits and donuts.

a. Meeting Guidelines

- Roles:

Mr. Harris then reviewed the “meeting guidelines” and shared the schedule for the event with those present.

- b. Lunch Break** – 12:30 – 1:30 pm (*Virginia Diner has been reserved*)
- c. Ribbon Cutting** - The Board of Supervisors has been asked to attend a Ribbon Cutting for a new business in the Town of Wakefield (*2:00 pm*)
- d. Deliverables**

Mr. Harris then reviewed what was expected from the meeting.

- 1. Board Goals, Objectives and Priorities
- 2. Staff Direction

2. Adoption of Agenda

The Board then approved the Agenda as presented

- 3. **Time Sensitive Items:** Please be advised that these are items that have been requested by the County Attorney (a) and County Administrator (b)

Mr. Harris then reviewed a list of time sensitive items and explained each asking that the settlement issue be postponed until later in the meeting for Mr. Packer.

a. Commonwealth Attorney Building Payments

Motion to pay the Kenbridge bill was approved. Motion by Futrell, Second by Caple. Passed unanimously

1. Wire/Fiber in Commonwealth Attorney’s Office Building

Motion to have data lines placed in the interior walls of the Commonwealth Attorney’s office. Motion by Futrell, Second by Caple. Passed unanimously

b. Gateway Region Annual Meeting Corporate Table

Motion to sponsor a table for eight people attending the Gateway dinner. Motion by Futrell, Second by Caple. Passed unanimously

c. Gateway Region Request for Client visit funding (\$1,000.00)

*Motion to appropriate \$1,000 for County’s share of expenses relating to a visit by an economic development prospect as requested by Gateway. Motion by Futrell, Second by Caple. **Passed unanimously***

d. Settlement

*Motion to enter into closed session 2.2-3711(A)7 to receive legal advice from the County Attorney relating to one item of pending litigation. Motion by Futrell, Second by Caple. **Passed unanimously***

Mr. Harris, Mr. Woodruff and Mr. Collins were asked to leave the room.

*Motion to return to open session, Motion by Futrell, Second by Stringfield. **Passed unanimously***

*Resolution certifying closed session. **Certified unanimously by roll call vote***

*Motion to approve settlement agreement relating to pending Complaint in Sussex County Circuit Court styled Harris v. Board, et al; to direct its execution by the Chairman, and to appropriate money and to take all actions necessary to fund and implement the settlement agreement. Motion by Futrell, Second by Caple. **Passed unanimously***

4. Board Priorities, Goals and Objectives

a. Progress and Futures Report

1. Before I share the Report I would like the Board to participate in an exercise (*Priority and Goal setting*)

Mr. Harris conducted an exercise where those present indicated priorities of community needs. The results from the Vision 20/20 meetings were put on the wall in no order and those present were provided dots to put on their priorities. The results were as follows:

<i>Economic Development –</i>	<i>28</i>
<i>Education –</i>	<i>13</i>
<i>Public Safety –</i>	<i>10</i>
<i>Governance –</i>	<i>9</i>
<i>Recreation/Tourism -</i>	<i>8</i>

b. Disseminate Progress and Futures Report

Mr. Harris then handed out a report with a summary of Community Priorities data.

c. Revenue Options

1. BPOL

Discussion relating to the U.S. 460 project and their possible impact on a BPOL tax

2. Meals Tax

Mr. Hamlin suggested that this item be tabled at this time

3. Lodging Tax

The attendees had a brief discussion on the transient occupancy tax, meal tax, and business and professional license tax

d. Expenditure Options

1. Budget Functions

Discussion concerning the Sherriff's request for significantly more local funds for his operations in next year's budget

2. Vacated Schools

Discussion relating to school buildings designated as surplus by the School Board

5. Economic Development

a. Economic Development Plan: Summary and Status – County Administrator

Mr. Hamlin then led a discussion on the need for an employee to facilitate Economic Development.

Administration was directed to prepare an appropriation in the amount of \$33,000 for this fiscal year to be acted upon at the next regular Board meeting and consideration of an allocation in next fiscal year's budget in the amount of \$100,000 for soft costs (not including salaries) relating to economic development. In this regard, administration directed to prepare a Board Policy for the Board's consideration that individual expenditures in excess of \$15,000 from these funds be submitted to the Board for approval.

Mr. Hamlin suggested that there be a discussion on an Economic Development Director and the County Administrator was tasked with getting costs (Annual Budget) for small Economic Development Departments

b. Focus on site(s) development: County Administrator Report

1. Economic Development Pyramid

The County Administrator went through an exercise that demonstrated the fundamental/basic needs of site development in today's economy and where Sussex is with its Industrial Parks.

Mr. Harris then disseminated the Industrial Sites Report to those present

6. County Organization:

The County Administrator briefly spoke on the code requirements for County Government and passed out the State Code provisions

a. Compliant with State Code

1. Board Authority

2. Chairman

3. Board Employees

1. County Administrator

2. County Attorney

b. Governmental/Operational Efficiency based on Board Goals/Priorities

The County Administrator then again explained his concerns and recommended that the Board determine both immediate and long term priorities as the basis of resource allocations (budget and personnel)

7. Board Member Items

- a.** Educational Institution Ordinance
- b.** Sunday Hunting

Due to time restrictions these items were tabled and the Board adjourned at 2:05 pm