

AT A SPECIAL RETREAT WORKSHOP MEETING OF THE BOARD OF SUPERVISORS OF MATHEWS COUNTY, VIRGINIA, HELD AT WILLIAMS WHARF THEREOF ON WEDNESDAY, JUNE 12, 2013 AT 12:00 P.M.

Board of Supervisors Members Present: Ms. Edwina J. Casey, Chairman
Ms. Geneva L. Putt, Vice-Chairman
Mr. O.J. Cole, Jr., Member
Mr. Charles E. Ingram, Member
Ms. Janine F. Burns, Member

Also Present: Ms. Melinda Moran, Clerk, County Administrator
Ms. Julie A. Kaylor, Deputy Clerk, Assistant to the County Administrator

THE MEETING WAS CALLED TO ORDER BY THE CHAIRMAN OF THE BOARD OF SUPERVISORS.

IN RE: COUNTY ADMINISTRATOR DISCUSSION

Ms. Moran stated that she included a copy of the Minutes from the 2012 Retreat in the Board's information. She also handed out a new County Officials listing.

IN RE: REVIEW OF EXISTING PROJECTS

Ms. Moran gave the Board a brief update on each of the existing goals and Board priorities, a copy of which is attached to these minutes. Ms. Moran noted that these projects are not in any priority order.

Ms. Moran invited the Board to attend the Main Street Committee meeting on July 1st, 2013, where representatives from VDOT will be present to update property owners along Main Street on the VDOT proposed drainage project.

Ms. Putt stated that she was told that unless some dredging is done at the headwaters of Put In Creek, the water will basically bottleneck there and make the flooding situation downtown worse. She offered up Mr. Adrian Jennings from the Army Corp of Engineers as a contact who may provide some assistance with this matter. Ms. Moran stated that VDOT agreed to help in this effort and that noted that not only expense, but permitting was also a major roadblock. She explained that if VDOT were to push the Corp of Engineers, it could help.

It was decided that Mindy would be the catalyst on this matter. Ms. Putt offered her assistance by getting in touch with Mr. Adrian Jennings and Ms. Burns stated that she wouldn't mind calling the Secretary of Transportation.

With regards to remodeling the Administration building and the Historic Courthouse, Ms. Moran stated that staff would move forward on updating the RFP for planning and design work. Ms. Putt explained that a frequent complaint she gets is that citizens cannot hear the Board in the historic courthouse and she feels that this is something that is an immediate need and should be corrected. Ms. Burns concurred. Ms. Putt requested staff move forward with procuring a new sound and recording system for the historic courthouse. The Board concurred.

Under dredging projects, Ms. Burns offered to make an overture with our elected folks in Washington. Ms. Moran stated that when it comes to dealing with the Army Corp of Engineers, any additional assistance is always helpful. Ms. Casey stated that she would like to see Davis Creek at the top of the list of new dredging projects.

Ms. Putt requested that staff look into a matter at Tin Can Alley. Ms. Moran stated that attorney's for the Planning District Commission will look into this matter.

IN RE: IDENTIFICATION OF NEW PROJECTS

Ms. Moran discussed the importance of adding a project that involves the installation of a gateway, wayfinding and interpretive signage at entry points into the County. She suggested there might be a possible County/IDA partnership opportunity.

Ms. Burns suggested Ms. Moran add a new heading to the project update list titled "Public Access." She stated that she felt that this was an important, ongoing challenge to Mathews County.

Ms. Burns suggested the County look into paying a person to do grant writing. Ms. Moran explained that the Middle Peninsula Planning District Commission staff provides this service and that on future projects, this avenue will be explored.

Ms. Putt asked Ms. Moran to gather information on what would be involved for the Board to set boundaries in the Village Mixed Use Zoning District section of the County's Zoning Ordinance.

IN RE: FINANCIAL MATTERS – MEALS & LODGING TAX

Ms. Moran stated that staff was able to develop a balanced budget this year with no tax increase, but we will have no choice about increasing real estate and or personal property taxes in the future if we are not able to diversify our tax base. She stated that Meals and Lodging tax is the only remaining option, and it is a good option since a large portion is paid by visitors. She further explained that adoption of this tax requires a referendum, and that will take a focused public education effort in order to succeed.

IN RE: FINANCIAL MATTERS – TAX RELIEF FOR THE DISABLED

Ms. Moran updated the Board on this matter and noted that a meeting had been scheduled with Ms. Putt, Mr. Ingram, Commissioner Hall and herself, immediately following the Retreat meeting. Ms. Putt stated that their findings would be brought to the Board at their regular meeting in June for full discussion.

IN RE: HUMAN RESOURCES MATTERS – LEADERSHIP TEAMS

Ms. Moran explained that she would like to establish leadership teams and that as part of that effort, she was planning on meeting with Constitutional Officers on a quarterly basis. She further explained that she will also implement this with staff.

Ms. Moran stated that she is going to work on having staff and Constitutional Officers develop a value statement based on the values we have in how we conduct our jobs and that performance evaluations will be based on that value statement.

IN RE: HUMAN RESOURCE MATTERS – UNFILLED POSITIONS

Ms. Moran noted that current staffing levels were inadequate for the workload and that the Board should expect a recommendation to increase those levels in the future.

IN RE: HUMAN RESOURCE MATTERS – PERFORMANCE EVALUATIONS

Mr. Cole and Ms. Burns updated the Board on their work on a new performance evaluation tool to be used for Ms. Moran’s position. The Board agreed that a group of two Supervisors would meet with Ms. Moran, annually, to discuss the evaluation rather than the entire Board.

Ms. Moran will distribute the updated forms to the Board in November with the intention of the evaluation taking place sometime in December.

IN RE: ADJOURNMENT

It was the consensus of the Board that all projects listed on the attached report were priority. No votes and/or official action was taken during this meeting. There being no further discussion, the meeting was adjourned at 2:15 p.m.

Edwina J. Casey, Chair, Mathews County
Board of Supervisors

Melinda Moran, Clerk and Mathews County Administrator