



MIDDLEBURG TOWN COUNCIL Regular Monthly Meeting Minutes



Thursday, September 13, 2018

PENDING APPROVAL

- PRESENT:** Mayor Trowbridge M. Littleton
Vice Mayor Darlene Kirk
Councilmember Kevin Hazard
Councilmember Peter Leonard-Morgan (arrived late)
Councilmember Philip Miller
Councilmember Cindy C. Pearson
- STAFF:** Martha Mason Semmes, Town Administrator
Martin Crim, Town Attorney
Rhonda S. North, MMC, Town Clerk
Ashley M. Bott, Town Treasurer
A. J. Panebianco, Chief of Police
William M. Moore, Town Planner
Jamie Gaucher, Business & Economic Development Director
- ABSENT:** Councilmember J. Kevin Daly

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, September 13, 2018 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag.

Public Presentation

Safety Patrol Oath of Office – Middleburg Community Charter School

Mayor Littleton welcomed the students, and their families, from the Middleburg Community Charter School. He noted the importance of safety and expressed appreciation for the students' willingness to be community leaders. Mr. Littleton reminded the students of the great responsibility they were taking on and opined that they did not do so lightly.

Chief Panebianco explained that the role of a safety patrol officer was to direct children and traffic and to teach other students about safety. He noted the benefit to the student and opined that they learned about citizenship, community service and respect for authority. Chief Panebianco further opined that this experience would build character. He noted that the community would benefit from their service as it would result in a safer environment for pedestrians and motorists. Chief Panebianco administered the oath of office and presented badges to the seventeen students serving as safety patrol officers for this school year.

Public Hearing and Related Action Item

Town Clerk North explained that the ordinances were being proposed in order to bring them and the Town's procedures in line with those of Loudoun County. She further explained that this was required so the Town could comply with the Memorandum of Agreement with the County, under which they would bill for and collect real estate and personal property taxes, as well as vehicle license fees, for the Town.

No one spoke and the public hearing was closed.

Councilmember Murdock moved, seconded by Vice Mayor Kirk, that Council adopt an ordinance to rescind Middleburg Town Code Chapter 55.1 and in its stead to adopt Town Code Chapter 55.2 pertaining to vehicle license fees. Councilmember Murdock further moved, seconded by Vice Mayor Kirk, that Council adopt an ordinance to repeal Article II and replace it with a new Article XI and to amend Section 97-8.3 of Town Code Chapter 97 pertaining to real estate and business personal property taxes and tax exemption for the elderly and disabled. Councilmember Murdock further moved, seconded by Vice Mayor Kirk, that Council adopt an ordinance to amend Article IV, Section 3-8 pertaining to returned checks.

Vote: Yes – Councilmembers Kirk, Hazard, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Daly and Leonard-Morgan

(Mayor Littleton only votes in the case of a tie.)

Approval of Meeting Minutes

Vice Mayor Kirk moved, seconded by Councilmember Miller, that Council approve the August 23, 2018 Regular Meeting Minutes and the August 30, 2018 Work Session Minutes.

Vote: Yes – Councilmembers Kirk, Hazard, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Daly and Leonard-Morgan

(Mayor Littleton only votes in the case of a tie.)

Staff Reports

Town Administrator Semmes recognized **Stuart Will, of IES**, for going above and beyond the call of duty with regard to emergencies that have occurred due to the VDOT paving project. She noted that VDOT did not tell the Town that the street levels would change, which necessitated the installation of risers on the utility valve boxes. Ms. Semmes commended Mr. Will for doing an admirable job.

Mr. Will reported that everything was fine with regard to the recent sewage overflow. He noted that he submitted the letter to the State as required. Mr. Will reminded Council that nothing reached the stream; therefore, there was no environmental damage.

Mayor Littleton thanked Mr. Will for the assistance he provided to the Murray's who experienced a sewage back-up in their home. He noted that he and the Town Administrator have talked about whether the Town could do anything to assist them since the back-up was clearly the result of the VDOT road work.

Town Administrator Semmes reported that the Asbury Church contract had been closed and that the legal documents with regard to the sale of the Health Center were in the hands of the purchaser's attorneys. She noted that the bid for the Marshall Street Sidewalk Project was on the agenda for Council's consideration. Ms. Semmes advised that she was continuing to support Springsted-Waters' work on recruiting her successor. She noted that as of the date of her written report, they had received twenty-one candidates, with an additional three in the works. Ms. Semmes reminded Council that the deadline for submitting an application was September 24th.

Mayor Littleton reminded Council that the goal was to have the individual in place by November 1, which meant the hiring process would occur well before that time.

Councilmember Hazard inquired as to the status of acquiring a new storage building given the sale of the Health Center property.

Town Planner Moore reported that arrangements have been made to store the Police Department's equipment in the Town facility on Madison Street as a short-term solution. He further reported that he would schedule one of the Town's engineers to look at the proposed location for the construction of a new storage facility.

Mayor Littleton asked that this project be added to the Council's Action Tracker so they could get a monthly status report on it.

Town Clerk North reported that the Town received thirty-three responses to the RFP for professional website services. She advised that the website committee members were reviewing them and were scheduled to meet on September 20th to identify which vendors to bring in for an interview.

Business & Economic Development Director Gaucher noted that he had read about half of the proposals and opined that the Town would not have a problem finding a qualified vendor.

Business & Economic Development Director Gaucher reported that he and Councilmember Hazard have been working with two parties that have expressed interest in the Asbury Church. He further reported that one of the farmer's market vendors was doing well and expressed an interest in doing a sizable expansion. Mr. Gaucher advised that he was also talking to the owner of an existing personal services company in Haymarket, who wanted move their business. He noted that, for the future, he would be color-coding his report so Council could easily identify what was new.

Town Planner Moore reported that the consultants' work on providing comments on the Envision Loudoun document was complete and the Town's comments were submitted to Loudoun County. He advised that he and Planning Commission Chair Combs would attend a meeting between the County Planning Commission and representatives from the towns in Loudoun to discuss their comments.

Town Planner Moore commended Facilities & Maintenance Supervisor Tim Cole for this work during the VDOT paving project. He noted that the work disrupted the garbage collections and reported that Mr. Cole was working hard to assure the trash was collected, including moving cans to an accessible location.

Town Planner Moore reported that the HDRC heard a report from Patty Callahan, of Akre Capital, regarding their mural project process. He opined that the Committee had a lot of takeaways as a result. Mr. Moore advised that they would continue to discuss the possibility of amending the Historic District Guidelines in order to address murals. He opined that the biggest thing they learned was the challenge of turning what the artist submitted on paper into art on a building. Mr. Moore suggested the need for a qualified artist to execute such a project.

Mayor Littleton opined that what The Berkley Group put together with regard to Envision Loudoun was excellent. He noted that he had a copy of the comments the other towns submitted and advised that it was encouraging to see that most of them followed the same themes. Mr. Littleton suggested that representatives from each of the towns get together before the meeting with the County so they would all be on the same page.

Acting Town Treasurer Staples thanked the Council for passing the ordinance related to consolidating billing and advised that the Town's tax bills would go out in the morning.

Chief Panebianco noted the two dogs that were stolen from a vehicle in Middleburg and reported that both had been returned home. He congratulated the community, news agencies and Facebook and opined that their reporting helped to solve the case, as the violators knew there was no way they could hide the dogs. Chief Panebianco expressed hope that Lt. Hollins would be able to bring charges in the case. He reported that due to the Facebook posts, this case was exposed to over 80,000 people.

Mayor Littleton opined that the Police Department did a phenomenal job of getting the word out. He thanked the members, as well as the community, for doing an awesome job in securing the dogs returned.

Nancy Kenova and Kim Shelly expressed their appreciation for the Police Department's hard work.

Councilmember Hazard expressed concern that the Town recently lost data when a data center went down.

Chief Panebianco explained that a Microsoft data center went down and the Police Department could not access the reporting component of the parking ticket system. He confirmed that no data was lost. Chief Panebianco advised that the electronic payment system was down for a day.

Town Attorney Crim reported that he planned to attend the Local Government Attorneys Conference on October 11th; however, because it was in Leesburg, he could still attend the Council meeting that evening. He reminded Council that he would be leading a panel discussion on agri-tourism.

Mayor Littleton requested that the staff coordinate with the purchasers of the Health Center property and their attorney so the Town could receive their comments on the proposed contract. He suggested a meeting be held so everything could be addressed at once and the contract could be signed.

Reports of Town Committees/Council Liaisons

Vice Mayor Kirk advised that two citizens who watched the videos of the Council meetings told her that they liked the last one in which the staff responded to questions, as opposed to providing oral reports.

Mayor Littleton noted that the Town Clerk was preparing amendments to the Council's Rules of Procedures, including the use of a consent agenda.

Town Clerk North reported that they would be presented to the Council during the September work session.

Appointment of Representatives to Town Committees

Mayor Littleton reviewed the appointments of Council representatives to the various Town committees. He questioned whether an appointment was needed for the Route 50 Traffic Calming Committee given that the project was complete in Middleburg. After some discussion, it was agreed that it was necessary. Councilmember Pearson volunteered to serve on the committee.

Mayor Littleton noted that no one had yet been assigned to the Middleburg Arts Council and advised that he was leaving that one open for the new member. He further advised that he would attend those meetings for now.

Action Items (Non Public Hearing Related)

Contract Award – Marshall Street Sidewalk Improvement Project

Town Planner Moore reported that the Town received five bids for the project. He noted that the apparent low bidder was not responsive; therefore, the staff was recommending the award go to the second lowest bidder. Mr. Moore advised that, fortunately, the two bids were close. He recommended the award to A&M Concrete. Mr. Moore reported that the start date for the construction would depend on the completion date of VDOT's paving project. He estimated the sidewalk project would take forty-five days to complete, assuming VDOT issued the land use permit quickly, and noted that the schedule would be critical as he would not want it to interfere with Christmas in Middleburg. Mr. Moore reminded Council that the project also required the temperatures be at a certain level.

Mayor Littleton asked the staff to contact VDOT to try to get a commitment from them on this project given the tight schedule.

Town Planner Moore advised Council that the fallback plan was to wait until spring to commence construction.

Councilmember Miller moved, seconded by Vice Mayor Kirk, that the Town Council award a construction contract in the amount of \$133,325 to A&M Concrete for the Marshall Street Sidewalk Improvements Project and authorize the Town Administrator to execute the contract agreement for this project on behalf of the Town subject to final contract approval by the Town Attorney.

Vote: Yes – Councilmembers Kirk, Hazard, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Daly and Leonard-Morgan

(Mayor Littleton only votes in the case of a tie.)

Council Approval – Funding – Dangerous Structures Ordinance

Town Planner Moore reported that he had identified a few properties that were a priority for addressing under the dangerous structures ordinance. He reminded Council that the plan was to ease into the process; however, if the property owner did not comply, the Town needed to have funding available to pursue enforcement. Mr. Moore advised that the staff was recommending a modest amount of money be set aside for this purpose and expressed hope that it would never be used. He noted the need to identify a staff member to initiate the enforcement should that be ever become necessary. Mr. Littleton advised that in the event the Town had to rehabilitate a structure, the services would be procured using the Town’s procurement process.

Vice Mayor Kirk moved, seconded by Councilmember Pearson, that Council approve an allocation of \$25,000 in FY ‘19 contingency funds for the purpose of funding the necessary actions taken by the Town under the dangerous structures ordinance.

Vote: Yes – Councilmembers Kirk, Hazard, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Daly and Leonard-Morgan

(Mayor Littleton only votes in the case of a tie.)

Council Approval – Code of Ethics & Standards of Conduct

Vice Mayor Kirk moved, seconded by Councilmember Hazard, that Council adopt a Code of Ethics/Standards of Conduct.

Vote: Yes – Councilmembers Kirk, Hazard, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Daly and Leonard-Morgan

(Mayor Littleton only votes in the case of a tie.)

Council Approval – Ordinance to Establish Finance Committee

Mayor Littleton reminded Council that during their last meeting, they agreed to establish a finance committee, whose objective would be long-term planning.

Councilmember Miller moved, seconded by Councilmember Murdock, that Council adopt an ordinance establishing the Middleburg Strategic Finance Advisory Committee.

Vote: Yes – Councilmembers Kirk, Hazard, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Daly and Leonard-Morgan

(Mayor Littleton only votes in the case of a tie.)

Discussion Items

Ordinance pertaining to Gifts & Donations

Town Administrator Semmes reminded Council that in order to address gifts, the Town must do so by ordinance. She reported that following a review of the federal gift limitations, the Virginia Conflicts of Interests Act and what other localities did, the staff drafted the ordinance that was currently before the Council. Ms. Semmes advised that it contained a limit of one hundred dollars for the acceptance of gifts, which was based on the State COIA provisions. She noted that the Town did not have to follow those provisions and suggested the Council may wish to impose a smaller amount. Ms. Semmes advised that the ordinance contained exceptions, such as when a gift was given based on a personal relationship. She noted that the ordinance would also establish the policy with regard to the acceptance of donations to the Town.

(Councilmember Leonard-Morgan arrived at the meeting at 7:17 p.m.)

After some discussion, the Council asked that the draft ordinance be amended to clarify that the requirement that the approval of the Town Administrator was required before attending a conference in which food and beverages would be provided, which could be considered a gift, did not apply to the Mayor and members of Council. The members continued their discussion of what would happen to tickets resulting from the Town's sponsorship of an event and agreed that it would be easier if the Town simply did not accept them. It was noted that if an organization wished a member to attend an event, they could send them a ticket personally.

Town Clerk North advised Council that the changes would be presented during their October meeting for approval.

Board & Commission Discussion (EDAC) (continued)

Business & Economic Development Director Gaucher opined that there was an opportunity to start in a new direction with the Economic Development Advisory Committee. He recommended the creation of a cultural and community event committee that would be separate from EDAC. Mr. Gaucher reported that he had conversations with some of the restaurants who were interested in a multi-day event, as opposed to a one day Taste of Middleburg event. He suggested a cultural and community event committee could organize such events, as well as negotiate sponsorship opportunities for the Town.

Business & Economic Development Director Gaucher recommended the branding project be removed from EDAC's purview and that it rest with him and Councilmember Miller. He further recommended that EDAC should focus on things such as developing a technical assistance program for the existing business community and securing additional investments in Middleburg.

The Council held some discussion regarding the types of businesses that should be targeted. Business & Economic Development Director Gaucher recommended they include core community serving businesses and that they not solely be visitor-centric. He noted the need for a mix.

Business & Economic Development Director Gaucher advised that he also believed there was a role for EDAC in overseeing the redevelopment of Federal Street from a business perspective. He suggested they focus on geography-based and creative businesses. Mr. Gaucher summarized that he believed EDAC should meet quarterly to provide strategic oversight on economic development, evaluate technical assistance applications, host new businesses and review potential projects as needed.

The Council agreed they liked the idea of having a cultural and community events committee. They noted the need to ensure the Town had a return on its investment with regard to Town funding of events.

The Council held some discussion about the branding project. Business & Economic Development Director Gaucher reported that he would receive something from the consultant later this week and advised that he and Councilmember Miller hoped to make a decision about testing their ideas in the Washington, DC market sometime next week. Several members of Council suggested the need to also take into consideration what the businesses and residents had to say about the proposed branding concept plans as they knew why people came to Middleburg. Other members noted that the Town seal was not the Town's brand and further noted the need for a brand that would entice people to come to Middleburg.

The Council held some discussion about the possibility of developing incubators to help small businesses and the need to provide guidance with regard to business finances.

The Council directed the staff to prepare amendments to the ordinance that established EDAC and an ordinance to establish a cultural and community events committee for their consideration during their next meeting. It was noted that the cultural and community events committee could also review and make recommendations related to the special events funding requests the Town received.

Memorandum of Agreement – Visit Loudoun

Business & Economic Development Director Gaucher suggested it may be beneficial to tie the amount of funding for Visit Loudoun to the Town's transient occupancy tax revenues. He opined that doing so would be less subjective.

The Council advised that they would consider the funding allocation for Visit Loudoun on an annual basis as a part of the budget review process and after they had the opportunity to evaluate the value the Town received from its investment the previous year. They noted the need to maintain flexibility should the Town find that money needed to be shifted elsewhere.

It was noted that some corrections were needed to the draft MOA, such as the name of the Mayor and to change the town from "Leesburg" to "Middleburg". It was suggested that rather than using the term "performance measures", the term should be "accountability expectations". The Council agreed the Town Administrator was authorized to execute the MOA, with the corrections as noted.

Draft Proposal – Taste of Middleburg

Business & Economic Development Director Gaucher reiterated that the restaurants he spoke with were not interested in a Taste of Middleburg one-day festival, but rather were interested in a multi-day event.

Vice Mayor Kirk explained that when she recommended a “Taste of Middleburg”, it was not just about tasting food and beverages but was also about tasting the culture. She volunteered to work on the committee to organize community events.

Mayor Littleton suggested this discussion be tabled until a draft proposal was ready for presentation to the Council.

Council Goals (continued)

Town Clerk North reported that she, Mayor Littleton and Town Administrator Semmes offered their recommendations for the priority, responsible Councilmember, timeframe, and definition of completion columns. She asked that the members review those and, if acceptable, recommended the responsible staff member and the responsible Councilmember get together to discuss the item and then return to the Council with a recommendation. Ms. North advised that depending on their discussions, there could be changes to the priority, timeframe or definition of complete of an item(s).

It was suggested that instead of calling the facts sheets by that title, they be called an “information sheet”.

The Council asked that the strategic goals list be filtered based on priority. It was suggested that Vice Mayor Kirk, along with Councilmember Pearson, serve as the responsible Councilmembers for the goal to develop a new town event. It was further suggested that Vice Mayor Kirk be assigned as the responsible Councilmember for the goal related to reviewing budget options.

Mayor Littleton asked that an agenda item be added to the monthly work session or regular Council meeting agenda so the responsible Councilmember could report on the status of their respective item(s).

INFORMATION ITEMS

Councilmember Murdock announced that due to the weather predictions, the concert at the Middleburg Community Center was rescheduled to September 21st. She advised that it may also be combined with a fundraiser to help the animals that would need to be rescued due to Hurricane Florence.

Town Clerk North reminded Council that Alan Gernhardt, Executive Director of the FOIA Council, would be in Middleburg on September 26th to conduct FOIA training.

Mayor Littleton asked that the members of Council remind their respective committees of this training opportunity.

Mayor Littleton requested that the Town Planner send the Council the Town’s comments on Envision Loudoun. He asked that the members offer the staff any comments they may have no later than September 26th.

Councilmember Leonard-Morgan reported that Go Green was forging ahead with its plans for the 2019 HEAL Expo/5K, which was scheduled for March 30th. He further reported that they have changed the date of the Fall Clean-Up to October 27th. Mr. Leonard-Morgan noted that the committee met with a representative of Charge Point, the world's leading vehicle charging station manufacturer, to discuss the possibility of installing an electric vehicle charging station in town.

Mayor Littleton reminded Council of the Virginia Municipal League Conference to be held September 28th through October 2nd.

Closed Session – Property Acquisition; Disposition of Public Property; Personnel

Councilmember Leonard-Morgan moved, seconded by Vice Mayor Kirk, that Council go into closed session as allowed under the Virginia Freedom of Information Act Sections 2.2-3711(A)(3) and (1) for the discussion or consideration of the acquisition of real property or the disposition of publicly held property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and for the discussion, consideration or interviews of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees and employees of the public body. Councilmember Leonard-Morgan further moved, seconded by Vice Mayor Kirk, that these matters be limited to (1) the acquisition of property for a new Town Office; (2) the disposition of the undeveloped Pickering Street right-of-way; and (3) a bonus for a Town employee. Councilmember Leonard-Morgan further moved, seconded by Vice Mayor Kirk, that in addition to the Council, the following individuals be present during the closed session: Martha Mason Semmes, Martin Crim, Rhonda North, Jeff Stodghill, Jamie Gaucher and Will Moore for the first part; Martha Mason Semmes, Martin Crim and Will Moore for the second part and Martha Mason Semmes for the third part. Councilmember Leonard-Morgan further moved, seconded by Vice Mayor Kirk, that the Council thereafter reconvene in open session for action as appropriate.

Councilmember Murdock noted that she would not attend the portion of the closed session related to the sale of public property as she had a conflict of interest.

Vote: Yes – Councilmembers Kirk, Hazard, Leonard-Morgan, Miller, Murdock and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Daly

(Mayor Littleton only votes in the case of a tie.)

Mayor Littleton asked that Council certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information 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 closed meeting, which each member so did. He reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

Mayor Littleton directed the staff to proceed as directed with the bonus recommendation, as well as the other two matters that were discussed in closed session.

Town Attorney Crim recommended the Council take a vote on the bonus recommendation.

Award of Performance Bonus

Councilmember Miller moved, seconded by Councilmember Murdock, that Council approve the bonus as requested by the Chief of Police for an officer for the project nominated.

Vote: Yes – Councilmembers Kirk, Hazard, Leonard-Morgan, Miller, Murdock and Pearson
No – N/A
Abstain: N/A
Absent: Councilmember Daly
(Mayor Littleton only votes in the case of a tie.)

There being no further business, Mayor Littleton declared the meeting adjourned at 9:23 p.m.

APPROVED:

Trowbridge M. Littleton, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk

September 13, 2018 Middleburg Town Council Meeting

(Note: This is a transcript prepared by a Town contractor based on the video of the meeting. It may not be entirely accurate. For greater accuracy, we encourage you to review the video of the meeting that is on the Town's website – www.middleburgva.gov)

Bridge Littleton: We are calling to order the Middleburg Town Council a regular monthly meeting for the month of September. First order of business is Pledge of Allegiance. All rise and face the flag.

Everyone: [Pledge of Allegiance]

Bridge Littleton: OK Next item is the roll call. So if we could do the roll call starting with Bundles.

Bundles Murdock: Bundles Murdock.

Kevin Hazard: Kevin Hazard.

Philip Miller: Philip Miller.

Darlene Kirk: Darlene Kirk.

Bridge Littleton: Bridge Littleton.

Cindy Pearson: Cindy Pearson.

Rhonda North: Rhonda North, Town Clerk

Martin Crim: Martin Crim, Town Attorney

Martha Mason Semmes: Martha Mason Semmes, Town Administrator.

Bridge Littleton: OK thank you. Next item is public presentation safety patrol oath of office with the Middleburg Community Charter School. And before we get started I just want to make a couple of quick comments. Number one welcome parents and students to the Middleburg Town Council meeting and for your swearing in for your oath of being a safety patrol officer. Safety is something that's very important to the town especially for residents students and visitors alike. And we greatly appreciate your willingness to step forward and be a community leader and take the oath that you're about to take from our police chief to ensure the protection and safety of your fellow students and the citizens of the town of Middleburg. It's a great responsibility. And I know you're not taking it lightly. So with that I congratulate you on on this step and I will turn it over to our chief of police A.J. Panebianco.

A.J. Panebianco: All right really quickly as we do this and you guys can all crowd on in we're good. As we begin to do this, I want to really just briefly so the parents understand what your children are actually going to be doing and stepping up to do. The role of the safety patrol itself is that the patroller which are your children direct children and traffic so we don't have [inaudible]. We're teaching them to be safe and telling children that are smaller or maybe not paying attention to be safe. They become leaders. Patrol members teach other students about traffic safety on a peer to peer basis so it's not like us saying something to them and [inaudible] from a parent. If they see a child who is taking responsibility that tends to alter that activity or that ability to be responsible. So there's a benefit, a benefit to the student. The students who volunteer for this gain leadership skills practice teamwork learn about safety and responsibility. They take pride in a job well done. They learn citizenship and community service and respect for law enforcement and other forms of authority. The school benefits because traffic safety awareness peer to peer

communication bolsters everything that especially a charter school like this does. It builds character for it's a character building opportunity for the school. So as a teaching moment and is a constructive outlet for the students and their energy. It fosters a positive relationship with parents and law enforcement. The overall community and school administration and teachers. The community our community benefits from the job your students your children are doing. It's a safer environment for pedestrians and motorists. There's a spirit of volunteerism and civic mindedness. And there's a positive collaboration between the students, you as parents, the school, officers of law enforcement and our community. So we all get something out of it. But today the students are going to get their badges because they've worked very hard. So what we're going to do is we're going to give out. [Off mic] [Multiple speakers].

Bundles Murdock: You can stand right along in here. Stand here and take photos. [Multiple speakers]

A.J. Panebianco: As we call it your student's name, if you as a parent would like to come up with them because it does bolster. That leadership quality that you're seeing your children to feel free to do so. There's only one name that I misspelled on here and I will correct that. You'll see which one it is when you get it. It's not you guys. All right. So as I call your name if you would please come up. Ms. Proctor will give you your badge or your paper. I will give you your badge you can pin it on actually for you. So take a few minutes with each one. Brandon [inaudible]. [Applause] And then when we do this if you would wait till the end we'll get all the students back up here and get a picture for the paper. [Applause]. [Inaudible]. And while we're doing this we just want you to know that. The significance of that painting is an important part of what we do in law enforcement. Because the badge is something that we so respect that we wanted to do this in front of the parents the student and the community. Thank you. [Inaudible]. [Applause]. Claire is not here but we're going to announce her name anyway. Claire [inaudible]. [Applause]. If I could have all the students come up here and line up all up in this area and I'll go stand on this side of the microphone. [Inaudible] Scooch on back against the wall and we'll make a curve. Get the taller ones in the back the shorter ones in the front. All right is that everybody? All right. In a moment we're going to give you the give the pledge. And the reason that we do a pledge is just like what we do with our officers. They take a swearing in oath before the court to say that they have their authority. We have them come before council and the citizens of Middleburg so that they take an oath to honor and respect the Middleburg way of life. So we're going to ask you to do the same thing. If everybody will raise their right hand your right hand is the one that does not make an L. It's this one. All right. And repeat after me. I promised to do my best to report for duty on time perform my duties faithfully strive to prevent crashes always setting a good example, obey my teachers and officers of the patrol and to report dangerous student practices. All right. No that's all. Looked like I had a word missing. Put your hands down. Thank you guys so much. On the way out if you would shake the mayor's hand. [Multiple speakers]. [Inaudible].

Bridge Littleton: All right. So we've had a roll call. Next part of the meeting is public comment. Is there anybody here from the public which would like to provide comment to the council. No. OK we will close the public comments section and go to the public hearing. First order of business is a public hearing on an ordinance amendment related to consolidated billing. And we will actually who was the one the council person handling this as far as just providing a review.

Rhonda North: Yeah I'm not sure we had a council person handling it.

Bridge Littleton: No, no staff person.

Rhonda North: Ashley and I wrote the ordinances.

Bridge Littleton: OK so do you guys just want to give a quick you know 20 second review.

Rhonda North: Sure. So as you remember the council adopted a memorandum of agreement with Loudoun County a few months ago that would allow the county to adopt or to bill and collect our real estate our personal property and our vehicle license fees. We needed to amend our ordinances and procedures to align with theirs so that they could do that. So we have prepared three ordinance amendments for your consideration and they would essentially align us

with the same fees the same collection schedules that the county now realizes. So what will happen is folks will get one bill that will have both their town and their county taxes on it. And hopefully it will make life easier for them.

Bridge Littleton: Great. Thank you Rhonda. So at this time I will open the public hearing related to the ordinance amendments. Do we have any comments or questions from the public for the public hearing. No. All right we will close the public hearing. And now do I have a motion from any member of the council. [Off Mic] Any discussion? All right. All of those in favor say aye.

Everyone: Aye.

Bridge Littleton: All opposed? Abstentions? The motion carries with unanimous vote. And we will now close the public hearing and in related ordinance section and moving on. Next item on the agenda is approval of the meeting minutes. Do I have any I have a motion? [Off mic] Second?

Philip Miller: Second.

Bridge Littleton: Any discussion? All those in favor say aye.

Everyone: Aye.

Bridge Littleton: All opposed? Abstentions? Motion carries. All right. Next we're moving on to staff reports the first one we have on the agenda is utilities. Stuart.

Stuart Will: Good evening council.

Bridge Littleton: How are you sir?

Stuart Will: Doing very well. [Inaudible] I'm busy but.

Bridge Littleton: You're busy calling me on Sunday.

Stuart Will: Yeah calling you on Sunday [inaudible] are kind of pushing me here and there but we're trying to get everything right as far as the streets and so far so good. So.

Bridge Littleton: Any questions for Stuart? Martha.

Martha Mason Semmes: I just wanted to say before he leaves and I apologize for jumping if you have questions but I just wanted to say I'd like to recognize Stuart for going really above and beyond to not only come in for emergencies related to the VDOT project but having to really run triple time to try to put in some risers for all of our valve boxes and our manholes when we really didn't anticipate having to do that VDOT did not let us know that might be something that he's done and he's done an admirable job and I just wanted to recognize him for that.

Stuart Will: And unfortunately I couldn't foresee it where I would have planned more properly. But I'm starting to get ahead of them now also. [Off mic] Does anybody have any other comments or questions for Stuart? Kevin.

Kevin Hazard: Any feedback on the overflow or is everything fine?

Stuart Will: Everything's fine. We submitted a letter as per the permit requirements a five day letter reporting what had happened. Nothing reached the stream so there was no environmental damage. Everything was contained on site and we got everything cleaned up and back to normal

Kevin Hazard: Another late night.

Stuart Will: Yeah I was I was in Texas it was terrible. They called your officer Tim called me and he's real good about when there's thunderstorms and stuff he'll go around and just you know ride around the facilities and if he sees something out of whack you'll call me and he called me and I was forget the name of the first place I was out on Sixth Street in Austin Texas and I had to step outside because there was live music. And in any case I was like well thank you for the call and I started calling my people and getting the ball rolling. So I couldn't have timed my vacation I guess better.

Bridge Littleton: Good way to look at it and the only other thing I wanted to say Stuart was no thanks for helping the folks out on Marshall St. Yes. So they were really appreciative of you and Will.

Stuart Will: I wish we could do more for the Murrays. I feel really bad. They still have not been compensated. They don't even have a washer and dryer.

Bridge Littleton: I know. And I've talked to Martha. We're going to work hard to see what we can do with VDOT and if there's anything else maybe try to help out with their insurance or whatnot because that was clearly a result of VDOT work. That that all happened. But I really do thank you on a Sunday for taking care of that.

Stuart Will: That's not a problem. That's what you guys pay me for.

Bundles Murdock: Perfect. Well thank you very much. Any other questions for Stuart. Okay great.

Bundles Murdock: Just thank you so much for everything you've done.

Stuart Will: It's my pleasure to come here and do it. It really is. Thank you.

Bundles Murdock: Okay next staff report is Martha.

Martha Mason Semmes: If you have any questions I'd be happy to answer them I just wanted to note a couple of things. Asbury church was finally closed out that contract and we moved forward and got the legal documents associated with the sale the health center are now in the hands of the purchasers attorneys and the Marshall Street sidewalk project did get bid out. I know that was a concern of council that whether we might be able to get that done. So assuming you have that on the agenda this evening. So I'm optimistic about that being able move forward in a timely fashion now. I'm also just continuing to support Springsted-Waters the recruiters for my successor. I believe I gave you an update here that as of when I wrote this last week they had 21 candidates an additional three candidates in the works. So I will make sure that you get a report from them at your next meeting.

Bridge Littleton: One question about that. So is that 21 total candidates or 21 people they think are viable out of 500 that applied.

Martha Mason Semmes: That is 21 total candidates is my understanding.

Bridge Littleton: So only 21 total people have submitted a I'm interested. That's the gross number not the net of what.

Martha Mason Semmes: Correct.

Bridge Littleton: Okay good to know. All right. Thanks.

Bundles Murdock: So when do we get the net and when are the possible interviews.

Martha Mason Semmes: Yeah the deadline is September 24th and a lot of times people will wait until the last minute to get.

Bundles Murdock: That's the deadline for applications.

Martha Mason Semmes: Correct. [Multiple speakers] I will have them give you a schedule at your next meeting.

Bridge Littleton: Yeah I think if I remember talking to them what he said was a way to all the applications come in and while they're doing that they sort of prescreen the ones they think really are kind of qualified and then they'll do the initial round of either phone interviews or in person interviews interviews and then give us a stack of the reduced ones that they think are the best most qualified and then we'll go from there. But I'm imagine they're probably gonna wait until they close the wreck.

Martha Mason Semmes: I'm thinking within that within a month certainly that surely said that a couple of weeks I would assume. [Off mic].

Bridge Littleton: You know you go to the goal was to have a new person in place by November 1st which means the hiring process would be hiring decision would be well before that. Yeah. Okay. Any other questions for Martha? Yes Kevin.

Kevin Hazard: Last month we talked about with the sale of the property storage building. Is that coming along?

Martha Mason Semmes: Yeah I believe Will was maybe have more information on that I haven't heard anything more from Will the last I heard they were going to go out and look at the site that I had suggested they might look at it and I haven't heard.

Kevin Hazard: That's something that's going to have to take place fairly quickly right. Or are we going to be able to use the garage.

Will Moore: We will not need to use the garage at the health center. We've made arrangements we essentially have most of the police department equipment that they that they kept is in our facility down on Madison Street right now but it's not a long term workable solution by any means.

Kevin Hazard: But we do have a short term.

Will Moore: Right. So I do have I have a message in. I have not yet set a schedule for one the town engineers to come down and help us start on site evaluation for where we might put a new facility.

Bridge Littleton: And you know it's actually Kevin raise a really good point and just Martha for your knowledge and Will let's add that to you know our item tracking. And let's just be sure that we cover the status of that at least just once a month. You know either at the regular meeting or the work session whatever you guys feel right but just you know the progress you're making on you know engineering getting design getting bids whatever you don't want to lose sight of that one. Okay. Any other questions for Martha. OK Moving on. Next staff report would be Rhonda.

Rhonda North: So thank you Mr. Mayor. Just one item to add to my staff report. We have received 33 proposals for the website RFP and those have been distributed to the committee. We're in the process is reviewing them and are scheduled next Thursday to meet and discuss them and shortlist decide who we want to bring in for an interview.

Bridge Littleton: That's exciting. Any questions questions Rhonda on her report? So I just had one question or I guess this is really for Philip and for Rhonda and Jamie you're on the Web site committee right. Okay. In general how do you guys feel about the overall quality of you know the proposals.

Jamie Gaucher: I've read half of them so far.

Bridge Littleton: Okay.

Jamie Gaucher: I don't think we're going to have a problem finding a qualified.

Bridge Littleton: So you got you got I mean I'm sure there's some that are terrible but you've got some good quality ones. Okay that's great. And other questions for Rhonda? All right. Moving on the next one is economic development. Your timing is impeccable. It's like you almost knew I was going to call on you next. OK Jamie take it away.

Jamie Gaucher: In addition to the stuff that's on the list here let you know Kevin and I have two interested parties that are that have expressed an interest in the Asbury church property and we're working independently with both of them. Try not to muddy the waters. Additionally in addition additionally in addition in addition to what's on the list here there's a local agricultural producer that has been doing very well at our farmers market and is looking to expand rather sizably. That's a new project for me and I got a call from somebody in Haymarket and they said we're having a really hard time down here in Haymarket we hear you guys are doing some good stuff up in Middleburg and he's coming in to talk to me about moving his business here on Monday. So that's all very positive.

Jamie Gaucher: I did talk to the mayor.

Bridge Littleton: What kind of business is it?

Jamie Gaucher: A personal services company. And I did talk to the mayor earlier this week. Next month I'm going to provide some color coding to this spreadsheet so we can keep track of what's new and what's not. And I'd be happy to answer any questions.

Bridge Littleton: Any questions for Jamie? So I had one quick question. Number three on your list. Which is real estate investor other you know local investor and search for property and credit worthy credit. Has that person acquired a property?

Jamie Gaucher: Not to the best of my knowledge.

Bridge Littleton: OK just wanted to check. [Inaudible]. OK. Understood. OK. Any other questions for Jamie. OK Jamie thank you. Thank you. Go back. Who's next. Wait let me guess. It's Will. OK Will.

Will Moore: Thank you. So just a couple of highlights and updates. Under the Planning Commission reference work that was going on in August to draft the towns comments for submission to Loudoun County regarding the Loudoun comprehensive plan so that has now been done. It was an effort led by myself and our consultant who was kind of sidetracked to work on that. The consultants doing our own comprehensive plan helped us with that since the mayor as well as the chair of the Planning Commissioner also assisted in reviewing and commenting on that. So that has now been submitted. I will be attending along with Chairman Combs a meeting later this month it will actually be your work session that will be a meeting between the county Planning Commission and representatives of all the different incorporated towns in Loudoun to further discuss some of the comments that we have all separately in their plan. I also wanted just to highlight some of Tim's work during the past month since the paving project has commenced particularly on trash collection days so that is we've had some access problems with some streets but he's working really hard to try to stay him or the contractor pull trash out from streets that aren't accessible for whatever reason get it out to locations where it can be collected so he's been putting in a lot of hard work. I know it's hard work for Tim when he actually asked for help and asked me to give him a hand. One particular day that was particularly heavy but he's been doing a great job.

Bundles Murdock: Are you into collecting trash?

Will Moore: Am I into it?

Bundles Murdock: Did you do that?

Will Moore: I did collect trash.

Bridge Littleton: I don't think he's into it. He's doing it.

Darlene Kirk: Will? One other thing is Tim is he now kind of watching what they do.

Will Moore: Oh he's he has been watching what they do. We had we had we had a number of issues last week. It was kind of a perfect storm due to the holiday week so the contractor was trying to collect five days' worth of trash in four days. So we didn't have the normal crew here in town. The supervisor that Tim usually coordinates with was on vacation. So it was just it was a perfect storm. It was a difficult week for us. [Off mic] Yeah it was most of most of your neighborhood Maple street wrapping around next to your house. And then just a couple of stops. But just that one block was quite a bit. That's all I have to highlighted. Happy to answer any questions you have on my report.

Bridge Littleton: Any questions for Will?

Kevin Hazard: Just a quick question. The Historic Review the mural just any highlight from the discussion? [Off mic]

Will Moore: So that particular discussion it was so Patty Callaghan who just retired from Akre Capital management. This was her kind of last project. And she started off by telling the HDRC that she was not too happy about being gifted that project to begin with but she actually enjoyed the process. There are a lot of takeaways so she had some good advice I think for the HDRC as they continue to discuss the possibility of amending their guidelines to to address murals. So yeah it was a very very helpful discussion for them to learn the process as well as some of some particular takeaways. One of the biggest being there is a big step between what you get from a submission for artists graphically to translating that into actual art which could really be a challenge for the HRDC because they could see some of the submissions that she received and react really well to them. But unless you have an artist who is really qualified to execute that that can be difficult. So a big takeaway I think.

Will Moore: Any other questions for Will.

Bridge Littleton: So well I just want to say one thing that back to the comp plan stuff the work that what was his name?

Will Moore: Todd.

Bridge Littleton: Todd Yeah. Todd in the Berkeley group did and your and Eric's help what they put together was excellent. And I think you know they captured all the sentiments. I can't remember if I've sent you all the comments from all the other towns or not. If I haven't I will. I do have them but it's actually really encouraging to see that almost all the same themes you know all the way down to the town level all the way to the county level. Everybody is pretty much in sync so I think and I've been talking to the other mayors what we're going to try and do is schedule a time where you and Eric and your counterparts at all the other towns can get together at least just once maybe for an hour and just get aligned and on the same page. But yeah I think what those guys did was an excellent product so I really appreciate it.

Will Moore: Yeah they really did good work. And that would be a great idea if we can make that happen between now and the [inaudible].

Bridge Littleton: I'm coordinating with them and I'll email you tomorrow. Thanks. Next is financial report. Tina.

Tina Staples: Everything's going good. We're in the middle of tax time so thank you for passing the consolidated billing so all the [inaudible] bills can go out tomorrow. Everybody's really excited to get those. Does anyone have any questions?

Bridge Littleton: Any questions for Tina? That was easy.

Bundles Murdock: Baby updates.

Tina Staples: She is doing good they're both doing well. Baby is doing great and she's gonna come by for a visit I think in a couple weeks. So we'll let you know.

Bridge Littleton: Awesome. That'd be great.

Tina Staples: Thank you.

Bridge Littleton: Thanks Tina. Next is A.J.

A.J. Panebianco: A few updates on the report that was submitted as far as everybody knows the hurricane is making land as far as how it's going to impact us. It appears to be minimal as a matter of fact. Friday they will have the emergency operations center open Saturday and Sunday. It's really just going to be their staff monitoring. We're not expecting anything like what the coast is getting so seemed to have dodged a bullet there. Pretty happy about that. Not happy for the Carolinas but happy for us. And a brief update on a couple. Well kind of a big case it hit here in Middleburg this past week. We had two dogs stolen. We want to congratulate our community as well as all the news agencies Facebook believe it or not Mark Zuckerberg. We were able to get the word out shortly after we made a post about it and people started commenting saying that one of the dogs was chipped and one of the dogs was not chipped. The chipped dog turned up. We know that Facebook actually had an impact on that. And then as word spread and then we got calls from Fox 5 News and one of the ABC stations and started getting it on their airwaves and their Internet pages as well. It really became to where we believe the person could not hide the dog and brought it to a shelter and said here's a dog you're looking for. And left. So we have a great we had a great response from from our community and we actually the mayor and myself I actually got to see both pups today as some puppy kisses from them and really just want to congratulate our community but also want to mention my staff because beyond just the publicity that it received we received tips and we believe that those tips that were being followed on really put pressure on the person because when we start getting with people that are in that group maybe not that person and we started putting pressure or that you know they start getting mentions fairly confident that that was what led to it. And I'd be remiss if I didn't say that Lieutenant Jay Hollins really was on this like a hound dog. And he's still on the scent and we hopefully will be able to find some closure and hopefully possibly be able to make a charge out of this. But the most important part of this is is that the dogs both came home and they're both safe and well. So and just give you a couple ideas. The Facebook posts that we put about the dogs missing. It was exposed to 54,400 plus people because it keeps going up daily. And the announcement that the dogs were returned safely home. When I wrote this this morning it was 77,800 plus it's over 80,000 now I believe. So Middleburg has some fairly good publicity as well and people know that we are a community that loves their dogs. So just want to say congratulations to everybody involved because it was a complete community effort and we have one of the best communities in the United States.

Bridge Littleton: So I just want to say something real quick. I think what you guys did you and Jay and the whole police department and staff right really went above and beyond to you know try to help somebody in what was a you know just horrendous kind of thing to hear about you know and you so many times when something like that happens rarely is that they actually end up in a in a good result. But you know you guys did a phenomenal job really getting the word out and it really was it was touching as many people as you guys could that you know that made this. You know individual recognize that this was not something they were going to get away with so best to return everything. So I just want to thank you guys very very much. And the whole community. I mean this is this was not on one person's shoulders it was on everybody shoulders for doing an awesome job and getting a great result. And I know everybody here feels probably the same way. So thank you. Thank you guys.

A.J. Panebianco: We can't do without the support of the community and our council in our town management teams so thank everybody.

Bundles Murdock: Don't mess with Middleburg's dogs.

Bridge Littleton: And I think a member of the community would like to say something. [Off Mic] [Applause]

Bundles Murdock: And I'd like to add that people should not mistake Middleburg for Mayberry. We have no Barney Fifes. They're all on the job all the time.

Bridge Littleton: For the record saying your names into the microphone.

Nancy Canova: Well I'm Nancy Canova I'm kind of a poser here. I'm from Upperville.

Bridge Littleton: Close enough.

Kim Shelly: I'm Kim Shelly. [Inaudible] [Off Mic]

Bridge Littleton: Yeah absolutely. So other than that A.J. anything else from your report or any questions from AJ for AJ or anything else?

Kevin Hazard: Just a quick comment it was interesting to me that you know I think of data centers and redundancy and redundancy lose one data center and we didn't even lose it and we lost data or access to data. That's frightening.

A.J. Panebianco: It wasn't it wasn't because it was not the I think it affected everybody that had Microsoft it was Microsoft data center and all of our data was safe and sound where it was but we couldn't we couldn't interact with portions of it we could get to all of the tickets we could get to everything else. But when we needed to make a report the report where it is trans transferred from the data into an Excel format that had to wait. Aside from that and the payment portion also went through Microsoft because it does get whatever it does magically it does. And that wouldn't locate the data as it meshed with the two. So we were down for about a day and we had two people you know I think that tried to make payments and we were able to explain what was going on and they said okay we'll just wait for tomorrow. So it worked out well. I think one of them actually came over here and paid in person.

Bridge Littleton: And you did of course assess a late fee.

A.J. Panebianco: If they had one I don't believe I would have been able to take it off which is what we would have wanted to do. But yeah I no it was you know but I felt like it was something we needed to say because again it wasn't our server it was Microsoft's or whatever you had it had to go through that Microsoft server company. It did just that function because they didn't want to blow up what they had so they cut everything off because the air conditioners went out.

Bridge Littleton: Any other questions for A.J.? A.J., thank you. Appreciate it. Again great job. Next one is Martin.

Martin Crim: Thank you Mayor. You have my report before you. The only thing I would add to that is that next month on the 11th which is the date of your meeting that month I will be attending the local government attorneys conference in Lansdowne in Leesburg. So I will be coming from that location here. At that conference but not on that day I'm going to be on a panel presenting on the subject of agritourism and the legal and local government responses to that. So I've been boning up on my agritourism I can tell you what you need to do to get a farm winery license now. Stand ready to answer any questions.

Bridge Littleton: Any questions for Martin? So Martin I just had one thing you and I talked briefly earlier and this is actually a request this is a request for you and Jamie and Martha just whoever the right folks are. So I spoke to Chris from [inaudible] on Tuesday at the big buzz saw my e-mail about that I guess he hasn't reached out yet with his attorney. If you guys wouldn't mind coordinate with him because he really wanted to move fast. He may not have even spoken to his attorney. Just let them know hey we're ready for your comments and we'll digest them and then

set up one meeting to knock them all out at once and that way we can get it signed and get it done. Because I know he's he was telling me he's already staging stuff to get you know people in there and get moving and whatnot. All right. Thank you. Last the action tracker. Anybody have any questions about the action items and the action tracker. OK Moving on. Reports of town committees. Any reports from a town committee?

Darlene Kirk: Mine's not really a report from a town committee. I did push my button. But it's something that I remember last month when we just said if you had any questions about the reports I had two citizens come up to me and said they liked the way we did that that seemed to move really quickly and really smooth like I just thought I'd mention that rather than have each person.

Bridge Littleton: Oh you mean just move. Yeah. So I mean I guess we can preview a little bit Rhonda and Martha are working on. I think more so Rhonda is working on an update to our council meeting procedure rules of procedure. And one of these items I think Rhonda is called a consent agenda. Yes so it's certain things on there that are you know very administrative kind of stuff we can actually move them quicker unless anybody has an objection and says hey no I want to stop and chat about something. So I think that's a apropos comment and I think Rhonda is working on something like that. And Rhonda when do we plan on having that for our meeting.

Rhonda North: You'll have it for your September work session. So a in couple of weeks. [Off Mic].

Darlene Kirk: Perfect. Assign all to Darlene. All right. The only other thing we have on here is the consolidated organized org chart. This is really what came out of all of our work the last two or three meetings. Looking at our councils and our committees and our commissions and assorted staff committees and whatnot this is a result of our work. So any comments or questions on it before we sort of lock it in stone and make it full an official. The only one I noticed on here that I had a comment on was the traffic calming Task Force. I mean that's we've already it's already done the project's been implemented. Is there anything that we need to do. This is really a staff question on an ongoing basis about that are we basically done.

Cindy Pearson: I know Betsy like to keep. She's very interested in what happened on divided highway and stuff so I think maybe someone should attend those meetings to be aware of that.

Bridge Littleton: Are there any more meetings?

Martha Mason Semmes: There has not been a meeting in a while. That doesn't mean they won't. The committee has not been disbanded.

Bridge Littleton: The larger committee.

Martha Mason Semmes: Correct. The committee the task force has not been disbanded. So I would assume as long as it is alive that.

Bridge Littleton: We should have someone assigned to it.

Martha Mason Semmes: I would think so and honestly that you know the crosswalks we've been having issues with are part of that project and I guess we may want to bring that task force back in because they were involved in the design if we need to to get the support to get them properly repaired.

Bridge Littleton: So let me ask real quickly from a council perspective who would be willing. I mean obviously it hasn't met in a while. You're willing to take that one on. OK Easy. Great. OK. Cindy thank you. We have one we haven't assigned. And honestly that one I'm going to wait for until we have the council election because those individual that individual will need to participate in a couple of things as well. So that's why I held on that. I think what we'll do is in the interim until that election happens all the time that one. I'll just I'll represent counts on that one. Any other thoughts or questions about the committee structure? No. OK. I just want to say real quickly thank you to everybody on staff and also on the council just the openness and willingness to look at things in new light and

try to decide you know what's been working great. What can we do a little bit better. What are things we haven't covered. I think we've got a great lineup here and I'm you know I'm excited for what we got. So thanks again. All right. Next is Will. Marshall Street sidewalk bid award memo.

Will Moore: Thank you Mayor and Council. You've seen the report we received five bids. The apparent low bidder was not a responsive bid to some issues. So. In particular not submitting references which were one of the required items as part of the package so we went through a process consulted with Martin on relaying that information to the bidder and went through went through a process so that bidder was eventually disqualified. And so what we're recommending is the second lowest bidder. They were very close in bid amounts fortunately. And it just happens that that is A&M concrete that we're obviously very familiar with just finished the [inaudible] project and did the two water line projects for us as well. So that's our recommendation. We're looking in budget at the moment which is always a good thing. So the engineers estimate was very close to the actual bid amount. So we're very happy with that as well.

Bridge Littleton: Great. Any questions for Will. Philip.

Philip Miller: So when do you think we're going to be able to get this started.

Will Moore: That's a good question a lot of it's going to depend on VDOT progress. They're moving at a very quick pace right now despite some of the weather issues they've had. Ideal situation would be to get this contract signed as soon as possible so that A&M can go ahead and seek their land use permit from VDOT which takes at least two weeks. And if the stars align literally VDOT could be rolling out at the very end of September beginning of October maybe October the 2nd week of October and A&M could roll in. That's going to depend on their availability as well. So we have that discussion.

Philip Miller: In their bid did they give us an idea of a timeline how long they expect this project to take.

Will Moore: So we dictated that you're looking at likely 45 days and that's assuming two weeks for VDOT issuing permit is rolled into that.

Bridge Littleton: Six weeks. So if they start mid-October you're talking 1 December ish.

Will Moore: Correct. So that's you know it's a very critical timeline. We don't want traffic disruption on Marshall Street when Christmas In Middleburg rolls in. But but we also have know weather related issues that could roll in once it gets to a certain temperature. You just can't [inaudible]. So we're really hopeful that this is going to align and we'll be able to get it done.

Bridge Littleton: So I'm going to generally it's one of my favorite quotes of all time. Hope is not a strategy. So let's really work hard. Call VDOT. Get some kind of you know commitment by the. I know they can't commit but get a firm because here's where my nervousness is end in September October maybe October 15th. That's a three week window right there. It is. And you know I didn't even think about Christmas in Middleburg you know. God it would be awful if they start a week of bad weather means they can't do whatever and then they keep going and then all of a sudden we got a bunch of disruption equipment on Christmas in Middleburg because it doesn't sound like we have much flex time.

Will Moore: There's not a lot of flex time. The fallback. Actually it's a fallback now. But the original anticipation with the paving project was that we were going to have to push this to the spring. So that's a fallback we don't want to do that.

Bridge Littleton: Hate to ask this why do we since they've already done the streets down there. Why do we have to wait for VDOT to be done.

Will Moore: So they've not done the streets yet so there's there's an intermediate code of asphalt on but the final layer so pretty much going to do intermediate town wide before they return.

Bridge Littleton: Got it. Okay. Understood. All right. That makes sense. That's part I missed. I thought it was done. I thought it looked great.

Will Moore: But it does look like the surface mix the final coat application is going to begin on the east end of town

Bridge Littleton: Good. So at the moment they're out of there those guys can come in. Hopefully.

Will Moore: Assuming VDOT approves that. When there's an open land use permit then it gets tricky. OK.

Cindy Pearson: So I have a question as you see when they're doing that anyway. The bigger trucks and things that come over the new roads whatever equipment they're going to use to do the sidewalks which I have no idea if there's damage done to the roads from them traveling on that or at the edges of it tearing up. Are they responsible to repair that. Or is that something you have to think about.

Will Moore: I can't imagine that being an issue. The most disruptive thing is really going to be the concrete truck itself just the weight of it.

Cindy Pearson: Thank you.

Bridge Littleton: OK Any other questions for Will OK. Do I have a motion. Philip.

Philip Miller: I move that the town council award a construction contract and the amount of one hundred thirty three thousand dollars; one hundred thirty three thousand three hundred twenty five dollars to A&M concrete for the Marshall Street sidewalk improvements project and authorize the town administrator to execute the contract agreement for this project on behalf of the town subject to the final contract approval by the town attorney.

Bridge Littleton: Any discussion? All those in favor say aye.

Everyone: Aye.

Bridge Littleton: All opposed? Abstentions. Motion carries. Well thanks very much.

Will Moore: I'm going to stay right here.

Bridge Littleton: Oh yeah the next one the fun one. OK. Dangerous structures ordinance. Well if you want to give a quick sure. 15 seconds.

Will Moore: You recall you passed this ordinance in July. We already have a few properties identified are our priority this is late to begin the process with and again we're not sending out certified letters or program that we're kind of easing into it but we want to begin that process. However you may recall when we brought up this point a couple of times during the contemplation of the ordinance itself Martin made comments early on that an observation that an obstacle to pursuing enforcement using this ordinance sometimes is maybe lack of funds dedicated toward what happens if you go through this process you get to the point where you the town eventually has to take on the cost of those repairs yourselves just having some funding in place. What we're recommending here is a really modest amount just just to start. But it's very important from an enforcement standpoint just knowing that that's there and dedicated because the last thing we want to do is flex muscle that don't have and if we eventually reach that point where where we have to pursue abatement at our own expense and then go through the process of placing a lien trying to get those funds back. It's very important that we don't get to that point and then say oh we can't do this. We don't have funding. So again we're recommending you know a small amount a modest amount. And again hopefully

hope is not a plan but you know we don't want to touch it. Ideally but we would like to have that dedicated separate line item.

Bridge Littleton: Anyone have any questions for Will? Kevin.

Kevin Hazard: We're going to set money aside and if we're setting money aside are we going to set up a procedure. I mean if if we know we want to abate something how are we going to do it. Are we going to do an RFP or how is that going to work?

Will Moore: So all of that will depend on the potential cost of the abatement that we'd have to have to seek. We still have kind of an outstanding issue with the enforcement process about how the way the ordinance reads it's we can do this at such time as council basically directs that we go into the enforcement the formal enforcement process. So we discussed a couple possibilities one that you could pass a resolution that designates a staff position for a particular staff number to initiate that enforcement. The other possibility is we bring every case to you that requires us to go into that formal enforcement procedure. So I think what we've suggested is for the first time that we might have to get into the formal step we will bring that to you and we'll see. We'll see how that goes. We don't want to become a regular thing but then again we don't want it to become a regular thing that we go into [inaudible]. So that's the way we would handle it the first time is we would come to counsel to get your approval to initiate the formal enforcement procedure which begins with the formal letter from the town. So we're going to try the informal processes first. If we don't get a response we will come to you for authorization to initiate a formal procedure. After that first time counsel can revisit the idea of whether you want to have a resolution designating a staff person so that we don't have to bring it to you every time.

Kevin Hazard: But how are we going to. How are we going to do the work? Are we going to contract it out? I mean are we going to have a procedure to actually get the work done? We're putting money aside for it and I realize. But sometime down the road maybe you will want a procedure if it's under 500 or under 5000 or whatever that you can sign a purchase order. But anything that we have to go to a contract.

Will Moore: Right. So we would we would have. [Multiple speakers]

Bridge Littleton: I mean it's about competitive requirements when you're hiring. So I would say you know again we haven't gotten. This part is a way down after some is really not responding but to Kevin's point we need to be thoughtful about it. My recommendation be well and we just follow whatever code requires you no state code requires that under x number of dollars you don't have to competitively bid it out then we won't but if it's over then we do.

Will Moore: So we have procurement procedures in place and we have now budgeted amount that we know that we can work with so if that appears if that amount appears like it will not work then we would come back to you.

Bridge Littleton: Martha.

Martha Mason Semmes: Just one point clarification we would follow own procurement policy but since we're a small town under 3500 we don't have to follow all the provisions of the state procurement policy.

Bridge Littleton: Whatever is in place that we live by. Yeah that's you know open and transparent stuff okay. It's a good question. Any other questions for Will on this. Yes ma'am.

Bundles Murdock: Can I ask a question from before when he was sitting here. We have a have written somewhere that every house is family home. What do we have for multiple families living in a residence?

Will Moore: I'm not sure how to answer that question.

Bridge Littleton: So let me just separate just real quickly. Is is your question related to the dangerous ordinance structure? Then let's table it let's table it and that afterward or tomorrow. OK. So any other questions about the dangerous structures ordinance or the setting aside of a line item from the contingency for 25,000. No? OK I just want to say real quickly. Will I appreciate I think this is you know perfect. You know if we don't we don't have to touch it. Great. But if you guys needed it it is there. So. OK. Do I have a motion?

Darlene Kirk: Philip cut my button on. I move the council approve an allocation of twenty five thousand dollars in fiscal year 19 contingency funds for the purpose of funding the necessary actions taken by town under dangerous structures ordinate.

Bridge Littleton: Got a second?

Cindy Pearson: Second.

Bridge Littleton: Any discussion? All those in favor say aye.

Everyone: Aye.

Bridge Littleton: All opposed? Abstentions. Motion carries. Will thank you very much. Don't envy that job. Okay. Next for action or for council approval is our code of ethics and standard of conduct. So I think we talked about this twice so far. And let's just take and review this real quickly. Does anybody and Martha and Rhonda thank you guys very much for incorporating all of our comments into there. I saw the other comments I think that maybe A.J. had and some other folks they seemed perfectly fine to me. I just want to open it up for anybody on the council. They may have any questions or concerns or thoughts or input about finalizing this as our code of ethics and our standard of conduct. Okay great. So do I keep missing it. There we go. It's at the bottom. So do I have a motion. I'll give you a hint it simply says I move the council adopted a code of ethics and standard of conduct.

Darlene Kirk: I move that council adopted a code of ethics and standard of conduct.

Bridge Littleton: Great. A second?

Kevin Hazard: Second.

Bridge Littleton: Any discussion? Now again I just want to thank everybody for the hard work in doing this. I think it's really important. OK All those in favor say aye.

Everyone: Aye.

Bridge Littleton: All opposed? Abstention? Motion carries. Okay. Next item is council approval ordinance to establish or excuse me. Yeah. One is to establish the Finance Committee. So I can give a quick brief on this one. So last council meeting we agreed to go forward with the Finance Committee. This is actually the ordinance which will legally authorize us to do that. And we just put in their objectives around long term financial planning understanding revenue understanding cost understanding economic factors and trying to really plan strategically out over years. Anybody have any questions about the ordinance for the financial the strategic financial advisory committee? Okay. Do I have a motion? Philip.

Philip Miller: I move that council adopt an ordinance establishing the Middleburg Strategic Finance Advisory Committee.

Bridge Littleton: Second?

Bundles Murdock: Second.

Bridge Littleton: Any discussion? Okay great. All those in favor say aye.

Everyone: Aye.

Bridge Littleton: All opposed? Abstention? Motion carries. Thank you very much. Yes Darlene.

Darlene Kirk: I just had a question. Members of the committee that committee have not been named yet.

Bridge Littleton: No. We had to establish it first.

Darlene Kirk: I know I know we had to establish it first but will that come back to council too?

Bridge Littleton: It'll be like any other committee so people will submit their name and then we'll have to will review your application.

Darlene Kirk: Okay. Just making sure.

Bridge Littleton: Yup. All right. Excuse me. Discussion item is an ordinance around gifts and donations. So Martha do you want to take the lead on this one. Give us an overview. Thanks.

Martha Mason Semmes: Yes I will give you an overview Rhonda I worked on this ordinance for you if you'll recall from our last discussion of the code of ethics and standards of conduct that while gifts you can talk about those you really have to do an ordinance in order to put a gift limit in place. We reviewed the federal gift limitations as well as what other local governments are doing to see Rhonda sent out something to all the clerks to see what folks are doing. And so we brought all that in and put together a proposal for you and it would be we've proposed a one hundred dollar aggregate annual limit as that's the amount it's identified in the Virginia conflict of interest act. We don't have to follow that but we were just trying to find some standard or guideline that we could go by. You may wish to impose a smaller one or a different one. That's really the main the main thing that we're trying to accomplish with that. If you go to the ordinance itself there are two parts. There's the limitation and then there are all these exceptions to the limitations and typically those limitations are going to be for example people bring us food and A.J. as well. And you know and as long as you're sharing it with everybody in the office that's just fine. If you're getting something because it's your birthday or hospitality of any sort on a personal basis not related to your your office. Those are all exceptions in which no limitation would be applied. As well as the receipt of food refreshments and entertainment valued at less than one hundred dollars at a widely attended event that is open to the public where the invitation is from someone who is not a prohibited source as identified in the Conflict of Interest Act which would be like a political candidate or somebody that I believe. Rhonda you can chime in if you remember what those are. The other big part of this is how are establishing policies for donations to the town and how you would go about establishing those donations and you can see that in Section 313 on the at the bottom of the second page. That basically if somebody wants to give the town a piece of furniture say. Then that would be something you will have to decide whether you want to have or not. And what we would do with it. So that's a majority vote of council. I don't know if you want me to go. I don't want to go through it line by line if you've all looked at it it but yeah I'm happy they answer any questions.

Martha Mason Semmes: No I appreciate it. So does anybody have any questions for Martha or for Rhonda on the gift donation ordinance. Bundles.

Bundles Murdock: So in a couple of places it said and I think this was for the town council this addressed the town's council and staff?

Martha Mason Semmes: This is no elected official appointed official and or a member of a town sanctioned board commission or a committee or employee of the town.

Bundles Murdock: The only question I have which sounds like a rude question but why does the town a council member have to get approval of the town administrator before getting a gift?

Martha Mason Semmes: Where is that?

Bundles Murdock: Why do we have to report to town administrator?

Rhonda North: And that's in item H.

Bundles Murdock: So it's twice in here and I tried to mark my thing and I it's in two places that the council report to the town administer get approval from the town administrator. So I just want to see. Seeing as how the town administrator reports to the council. That's more maybe of a legal question.

Bridge Littleton: And Martin what what would you think the reasoning is the code typically has that.

Martin Crim: I don't think that would apply to council members. I don't think that's workable.

Bridge Littleton: OK. So let's just add that clarification that it's talking that's referencing all but elected officials.

Bundles Murdock: So then so the town council.

Bridge Littleton: That way it clears the ambiguity.

Bridge Littleton: Right. OK. So does the town council member have to get approval from the mayor or fellow council members?

Bridge Littleton: So I think that I think the key [Multiple speakers]. Right right. Yeah well. So here's the thing right. The keyword there. I think in H is free. If it's free. All right that means there's no money changing hands or whatever and you weren't donated a gift or donated a ticket or something like that. I mean that's not free. It's free open to the public than what we're talking about as you don't have to do that if you're a council members. I think what we're trying. And I know we had a big discussion last time about tickets like when when somebody gives the town or the town the fall race is a great example right the town gives 5000 dollars to the fall races. And we were trying to figure out you know in the past a lot of times these events would give tickets and the council would use them and stuff like that which is totally fine right. Totally permissible but it just creates a bad appearance. We talked about well we should make those open to the public. But then in talking with Rhonda and Martha and the staff and Martin it really becomes almost impossible to administer. I mean it really really does first come first serve well. You know I work on the board. I mean it's just and it's the federal government and state government does it a much easier way. It's just we just don't accept it. So I think that's what we're going for with this policy is that we would have you know we appreciate the donation of the tickets and we would say hey donate them somebody else but not to the town.

Bundles Murdock: So what happens to those tickets what happens in the film festival tickets.

Bridge Littleton: There are no film festival tickets. There will be no more acceptance of gifts in response to a donation from the town because it just doesn't. I know it's no one's doing anything but it's again you know the government and the federal government they call it conflict of interest and they avoid the appearance. That's the problem is the appearance not that anybody is dishonest. It's just we of accuse be accused of it. That's number one. Number two where we do have sponsorship type things. So if we're given the fall races 5000 dollars and they allow us to put up town banners and hand out and we get town or police department placement in the brochure we will absolutely do that stuff all day long because we're not receiving a benefit. Right. So that's all good. So like when we talk to Punkin for the fall races she's willing to put up a town banner you know Middleburg town council you know supports the fall races or the police department. We can do that kind of stuff all day long because none of us are personally receiving anything but the receiving of any personal benefit just cannot be connected with donations or

sponsorships or money in any way. So that's what we're trying to clarify with this. So does that answer your question? OK. Any other questions or thoughts or concerns on the gift policy ordinance.

Martin Crim: Mayor did you want to bring back the changes you discussed?

Bridge Littleton: Yeah. No I mean I mean Rhonda and Martha I think we discussed that before anyway. So does but does anybody have any other input for them.

Martin Crim: It's also in 313A that's where Ms. Murdock was looking at the other location for the. [Inaudible].

Bridge Littleton: OK. You guys have your marching orders?

Rhonda North: We'll have it on the next agenda for approval.

Bridge Littleton: For October. Perfect. OK. Thank you. Next item is the continuation. Well let's look at this real quickly so we don't have to have other folks waiting around. I'm going to move. I'm going to jump over council goals discussion and go to the board and commission discussion around EDAC. Because [inaudible] I'm assume that's why you're here? To support the man so that way you can you can leave early if you'd like or stay and participate for the fun thereafter.

Jamie Gaucher: Mr. Mayor how much time do you want to allocate for this conversation?

Bridge Littleton: Well so I will leave that to your guys discretion. But the way I'll lay the framework is this. If what you wanted to present to us was just a starting you know idea and framework but with specific details fleshed out in an executable format would be follow on at the next meeting. That's fine but if you're ready to go all the way into the details with as much specificity as we would need to put together an ordinance to you know to update the existing ordinance and to take action and that's fine. But I leave it to your discretion.

Jamie Gaucher: OK We won't go that far. But I do have some details and I'll to keep it relatively brief and I did spend some time with Aleco yesterday. Now that he is the de facto chair of the committee and Philip and I have been back and forth the last couple of weeks so again without going into too much detail but trying to provide enough detail that we can have some substantial conversations at the next meeting and moving forward. I'm going to start with the issue of leadership. Right and since I've been here we've had some leadership issues with EDAC. I don't want to recount all of that but I think it's important to note I think this is an opportunity for us to start with a clean slate and really go in a new direction. And the second bullet that I have is this idea of landscape. It is still a running conversation but I think it's important to talk about. The first time I was here it was the dog. [Laughter] You know does economic development stop the town boundaries. Does it include entities that might be associated with the larger community that may not presence here in Middleburg. I have some detailed ideas around developing a strategic plan for economic development and that new. We haven't had that yet. And I have specific ideas around how do we define success. And I want to share those with you. So the first idea is to create a cultural and community events team and separate cultural and community events from economic development advisory committee. I've talked to several businesses in town several restaurants specifically as as a lead in to a taste of Middleburg event and all the feedback that I've got from them was that they're more interested in one multi day event than they are in a series of smaller events something that could be over three days or four days. So I don't know if that's in conjunction with Black History Month or Women's History Month or Pride Month or it's food and beverage or a visit concourse event over several days that I don't know. But I do think it's important that we measure the success of that. It's number of visitors and it's in it's money spent right. It's economic impact. I think this culture community events team also takes on the responsibility of negotiating sponsorships with anybody with any private organization whether it's public or private or public organization that's going to have an event and it's an opportunity an economic opportunity for the town. Secondly I think this is my responsibility but not necessarily the responsibility of EDAC and I think this is something that I would own at the staff level and probably Philip would own at the town council level and that's implementing this new standard brand around Middleburg. So again I've been managing this brand process have been involved in the selection of the firm. I do think it's an economic development activity. I think it sits with

me but I don't think it necessarily belongs to EDAC. I see recommendations for implementation of the brand coming from the director of business and economic development and the town administrator and then actual decisions being made by the town council right. In effect marketing for the town and potentially even partnering with a marketing firm somebody that can help us do that. What I do think EDAC should be doing. First and foremost a brand new technical assistance program for the existing business community. In my mind I call that a virtual incubator where individual businesses would meet with me and we would identify a specific need and the example I use to describe this to others is intellectual property so I can sit down and talk to a company about intellectual property. But if you get to the point where you need an intellectual property lawyer or an IP agent you probably don't want me to be that person. I'm not that person you want to find somebody who can do that and that's an example of I think we can have a matching program where town matches or leverages investment that a company puts forth for a specific service provider around a specific project. I think we could have contracts that lay out the level of responsibility between the company and the service provider. And I think we can track specific data associated with that. Milestones. So does it return jobs? Does it return investment? Does it return the company has grown and is going to do an expansion or whatever is the economic milestone. Maybe it was an effort that helped them gain a contract that they didn't have before. That's how we measure whether or not it's successful. I also think EDAC should focus on securing additional investments in Middleburg. So for me I see the members of EDAC and this is something that Aleco and I talked about yesterday really as ambassadors for the community. I think it's not exclusive but I think the primary focus should be on small established firms with a proven model that are in what I call the growth phase and they value a quality customer experience. That lowers the risk of any work or any investment that the town puts forth. We want to work with companies that have a demonstrated ability to prove that they know what they're doing and that they are expanding. That their customer bases expanding or their product or service is expanding. I think we can measure that with companies some amount of economic diversity meals taxes business licenses et cetera. And I would like it to be industry specific what those industries are. I don't have yet. I would like to talk to members of the EDAC or talk to the council and make it industry specific and I establish a goal of having at least five new companies decide to come to Middleburg choose Middleburg by the end of FY 19. Yes sir.

Philip Miller: So by industry specific what do you mean? Do you mean targeted and particularly particular industries so that we have the right business mix in town?

Jamie Gaucher: Yes and so it's not it's also not a scattershot approach and it's not a shotgun approach.

Philip Miller: It's not just that it's also that's active recruiting versus waiting for people to pick up the phone and call Middleburg.

Jamie Gaucher: Yes right. So in my mind's eye it's industry events and trade shows and marketing materials in that very and meeting with selection consultants. It's it's a much larger but it's also focused as opposed to you know what it is now. I have a primary focus now around food and beverage if you go through my list of current projects. Majority of them are guard food and beverage related but I do think we need some economic diversity. I think I would favor some economic diversity. And one way to do that is to specify specific industries. And along those lines, for me I have an interest in developing a core community serving business group here. I think we're going to in the long run there's a connection between this place as an authentic place and one of the things that makes it authentic is local businesses serving local residents. And I think again I think it's important to focus on remaining authentic and I don't want Middleburg's business community to become too visitor-centric. I think that's not necessarily in our long term best interests. There's a mix there. So I'm interested in communities serving businesses. So I don't know if that's a general store or it's restaurants that serve visitors and locals or what that looks like.

Philip Miller: So how do you define the local community then?

Jamie Gaucher: Yeah. I think it's everybody in Middleburg. And we draw a circle. I don't know if that circle is ten miles from where we're sitting right now or 15 miles. Some industries are going to have flexibility around the circle that they are attracted to from a customer perspective. Some businesses and some industries have a smaller circle right. I'm not sure yet. Once we identify specific industries then I think we can identify circles and that's going to help us.

Philip Miller: I think we might find it's more of a gerrymandered odd shape.

Jamie Gaucher: Could be. We do have there was a firm and Martha shared this with me a while back there was a firm that came in and did an economic gap analysis of Middleburg and some of that stuff is valid some of it makes sense from my perspective and some of it maybe not so much.

Philip Miller: Is this the Kennedy Smith thing.

Jamie Gaucher: Yeah.

Philip Miller: Yeah. Much of that didn't account for the development east of the circles. So that is mission critical to our future plans. I would just say that needs to be noted.

Jamie Gaucher: I think there's a role with EDAC overseeing the redevelopment of Federal Street specifically from a business perspective not from a housing perspective not permanent construction or development perspective not necessarily from a greenspace perspective but I do think there's a role for EDAC specifically around a business perspective and for me it's it's a focus on geography-based businesses and creative businesses. Right so geography based businesses are those that have customers within a certain radius. Think of barbershops or even hospitals, right? The majority of hospitals are going to serve a population within a certain geography and creative businesses can be anywhere. Think of technology based businesses innovation based business they can be anywhere. So it's a matter of having those types of businesses and with regard to Federal Street I think I have some other notes but I really want to make the point around it's an opportunity to recruit entrepreneurs not necessarily recruit businesses. And that's the distinction. So yes it is connected to a lifestyle that entrepreneurs might want in this community being able to go somewhere to dinner at 8:00 or 9:00 in the evening and other cultural amenities. But I think really the issue that's going to unlock Federal Street for us from an economic perspective is entrepreneurs not necessarily businesses.

Bridge Littleton: So I have a quick question.

Jamie Gaucher: Yes sir.

Bridge Littleton: Because I think you'll actually insult people if you say they have a business but they're not an entrepreneur. Yeah I think I think words mean things. I think we have to be very very careful about how we express that because we have a lot of very successful businesses in town and you know to say they're not an entrepreneur or that's not who we're interested in. You know you just locked out 80% of the you know I don't know what the definition of entrepreneur is versus a business owner.

Jamie Gaucher: So I can offer one. Some people make a distinction between entrepreneurs and small business owners. And for me it's without prejudice. Entrepreneurs are usually folks that have something that is scalable so maybe they have some technology or individual property or they have a business model that allows them to scale rather quickly compared to a small business. Again it's without prejudice. For me I need all of the small businesses that I can possibly have in my community but I also need some of those businesses that can scale and grow rather quickly and those those are two different.

Bridge Littleton: I would say there are all entrepreneurs. An entrepreneur is a risk taker. So a small business person to me by definition is a risk taker and an entrepreneur. They're putting their neck on the line and their capital on the line to take a chance.

Jamie Gaucher: Absolutely.

Bridge Littleton: So like I said I think we want to be very very careful about how we project ourselves that we are not for small businesses but we are for entrepreneurs.

Jamie Gaucher: We are very much for small businesses.

Bridge Littleton: I think we're I think we're for anybody who wants to succeed.

Jamie Gaucher: Absolutely. You'll remember I used to be the deputy state director for a small business statewide development network and I support and encourage small businesses. Every day. But thank you for that. I appreciate that. So how do we define success. Again I think it's five new businesses here in Middleburg between now and the end of fiscal year 19. I think it's some measure of economic diversity and I don't know what that is yet. I'm working on that. I'm trying to figure out what makes sense given the scale of this community. We can certainly measure how much revenue comes into the town either by meals tax or other sources. And the number of transactions. I think a measure of success or how do we find success: local businesses that are going to expand even if that expansion is not here. The businesses headquartered here and they're going to expand someplace else. That's something that we can measure and of course staying within budget. So in summary EDAC meets quarterly to provide strategic oversight and evaluate technical assistance applications but also participate ad hoc to host new businesses or review potential projects as needed. EDAC has a new charge from the council and a focus on additional investment new businesses and technical assistance. And with that I'll answer questions.

Bridge Littleton: Any questions for Jamie? Darlene.

Darlene Kirk: I like the idea of the cultural and community events committee. I think that's a good idea.

Bridge Littleton: Kevin.

Kevin Hazard: So when you're saying entrepreneurs is that to keep it flexible? Because I'm listening I'm hearing we want to target specific businesses and that can change in a year.

Jamie Gaucher: It can change tomorrow. I think developing a focus around specific industries will take care of much of that. I think that at that point and time we'll know. And let me apologize I can use the word entrepreneurship and small business person interchangeably. You know there's the federal government defines small businesses as anyone that's under 500 employees.

Bridge Littleton: Well that depends on [inaudible] because it can also be under 20 people.

Jamie Gaucher: It could be. It's basically the entire community. So what that is. I'm not sure yet. I'm not sure.

Kevin Hazard: I mean I'm just thinking this is I talked about this when we were campaigning. It keeps me up because at night not knowing who to target because like you said it can change so that needs to be kept very flexible. We need to have a framework but know that it can. It has to be able to move on a dime. Agreed. And as far as measurement I think going forward you know you've got some very rational numbers in here. You know for targeted funds but we ought to see how you know just like we ask some of the people we give money to. What are you doing for us. And part of that is money. How do we how do we measure it monetarily. We're giving out 5000 or 10000. You know it maybe you don't get 5000 back the first year but sometime over that we have to get that money back or it's foolish to do.

Jamie Gaucher: Agreed. So that's one thing I talk about is a return on investment. I actually measuring ROI and again it's going to be different in different circumstances. But we should be able to measure ROI both from the events perspective but specifically around technical assistance or specifically around anything else that I'm doing, right? We should have outcomes and we should be able to measure the return on the investment that the town is making.

Darlene Kirk: About the branding. When do we expect something back.

Jamie Gaucher: I think the next iteration is Philip and I are going to receive something tomorrow tomorrow afternoon and then we're going to work with them and make a decision on Monday around testing several of those ideas I guess communities or folks in D.C. or anyplace else.

Darlene Kirk: Because a couple of citizens that watch us have said something about that and we're not positive of what they saw. Longtime citizens you know first thing they said was you know what's this about. This is what Middleburg is about. So I just that's why I was asking that because I think they missed the mark too. The only thing I really liked that they did was [inaudible].

Bridge Littleton: Peter.

Peter Leonard-Morgan: So I think it's such a big picture the branding and everyone's going to have a different view. There's no question in my mind. I mean you talk to 10 people you get 10 different opinions. And I don't for one second think I'm an expert. I love some of the things I saw I didn't like some and I think we're going in the right direction. And I think we could be really careful. Two things. First of all to not stall the whole project. And secondly to really take into consideration everyone's opinions and that is crucial and I think I think we're doing that.

Jamie Gaucher: Well and to the mayor's point, when we had that conversation the opinions that I don't know if they matter more than anyone else's opinions but we still don't have the opinions from the people out there. Right. We the visitors. Thank you. We're going to test some of those ideas and get some data and we'll have additional opinions.

Peter Leonard-Morgan: But I do agree that with Darlene and I was going to actually make a comment about your earlier part of the presentation. First of all the residents and citizens of the town and the people that have invested in the town for decades longer than I have for example as a five year citizen. You know they're the ones we really should be listening to strongly. And I have to say I do like what you were saying about targeting types of industries that have some effect or impact on what I call the you know the folks that we don't really see very often who pay the taxes and who you know buy the water. And that's really great that you're looking at that.

Jamie Gaucher: And thank you. I wouldn't presume to know what those are yet. Right. So that's a conversation I want to participate in that conversation. And you know have as many eyeballs and have as many voices at the table.

Bridge Littleton: Bundles.

Bundles Murdock: I'm going to want to echo what Darlene has said. I mean I know we're going to send it out to the people out there but we're sending out all new ideas and we're not really asking them if they like the old one better than the new ones. You see what I mean. That's not that's not on the questionnaire. You're just testing the new ones. I've had I've had quite a few comments on people who who watched the presentation and they are longtime residents longtime investors. They know why people come to Middleburg. I mean they own businesses and they're invested here emotionally and financially and they want to preserve what we have very very much and keep the visitors coming as well as keep our identity. I think that was the biggest thing it was the identity. It was an identity crisis that some of the older people and I put myself in that boat too had with the presentation. So I'm I'm not sure I don't want to stall it. But I want to make sure that we have covered all our bases.

Bridge Littleton: So the the only thing I'll add to Bundles and this is not a disagreement it's just keeping I want to I'd like to remind or just be thoughtful that we always have to have an open mind to the future equally as well to the past. So I'll give you a quick example. I mean that is not our brand that's our town seal. Now it's a part of our identity. I think that's the right word. It's part of our identity and your identity sometimes can be in your brand and sometimes not. You know and that's OK. And when you were talking you made me think of something that happened to me that that is I think it's illustrative of what we're all wrestling with as we as these people as these folks who are not from here struggle and struggle to get this right. So when I was a Hill School right Hill School was the main building and the gym and that was it. And that was what Hill school was to me. Right. And the gym was where we had you know St. George and the dragon and we did you know sports and whatever. And so and so you know Mrs. [inaudible] great room was here and this was there. Now that's an office. The gym is a theater right. And

you walk on the campus. I mean it took me 10 or 15 times going on that campus again after they built everything to actually know where the bathroom was when to me it's a whole new building. It's a whole new facility. And it was very hard to get used to that going God but I miss the way it was when it was just you know Mrs. Spencer and and whoever else. But then when you look at the greater impact of what it's become and how you know what we've lost in some of our identity because a lot of it's still there. What that school has gained and what the current people who are there gain by what's happened through that change is fantastic. So this branding and marketing thing it's not you know fundamental and educational stuff. But I know what you're struggling with and I know what longtime residents are struggling with and it's going to be I can say this. Whatever we all agree on it is going to be hard for a lot of folks to accept even though we all may say hey that's the best thing I've seen. And you know it but we'll get there. So I do appreciate your comment. Kevin.

Kevin Hazard: If we're talking about branding, I actually did some homework and read a bunch of material on it and I came away with two conclusions I went away from our meeting on branding not disturbed but not comfortable. And and I kind of boiled it down to two things one we're not just branding for outside because I know I'm thinking about Baltimore. Baltimore did a complete rebranding exercise and they you know they are trying to bring people in. But the branding is also for the people that are there. So that has to be a you know we're not just trying to bring people to town. When you're branding at a town you're not branding a business. So your branding for the community too. And I think that's the disquiet I'm hearing here and the same disquiet I had. So that has to be a big part of it. And the second thing that that I saw just just on just on the logo part and I think I struggle with this and other people didn't when we were looking. Most of the logos I see around town in and other places were kind of active. You know this is active it's doing something. The ones they showed us were kind of static and Cindy hit it on you know hers the one was a little better because it had more color in it. And I think if those were the two things I came away with and I actually started writing it down [inaudible] talk to everybody. But those two things I distilled it down to those two things that were just. I didn't. I don't have a full comfort level with.

Cindy Pearson: Yeah I have a few things and I spoke to my son who is one of the millennials who looks up things to do and goes all the time and he is interested in the brand. That is one of the things that makes him go I want to go there. So with what the girls were saying when they were presenting you know that's very true with him and he worked on branding with and I'm not sure somewhere in Loudoun county and the testing really did help a lot. So I'll be interested to see what comes back from that. The other thing is on this part the technical assistance program when you have finance what do you mean you have legal marketing brand digital and finance.

Jamie Gaucher: Yeah so finance for me if I can sit down with somebody and help them figure out or help them make a decision between debt or equity or anything. It's sort of in-between. Right. But if we're talking about equity or investing or toward or investors and becoming a public company that's beyond me. And I would probably turn to an expert to find somebody that could help that company do that.

Cindy Pearson: OK. I was hoping it wasn't giving them finance just for painting the walls and things like that. That's where I first went to. The other thing is with you know with bringing the new businesses and things and I've talked to a few business owners who are struggling a little bit. Is shared spaces. Is there a spot or a building or I know Martha calls them incubators. But maybe we don't have a spot big enough yet for a full incubator but maybe you know one of the buildings could be a shared space where you could use one of your smaller businesses that want to start out and could be in there with one of the businesses that are already here. You know so that might be something to think about.

Jamie Gaucher: Or even a co-working space. It's something else along those lines. Thank you.

Cindy Pearson: That's all.

Bridge Littleton: Any other thoughts or questions for Jamie Okay. Jamie, I just had one thing I wanted to throw out here so I appreciate all the input. There's a lot there. I counted 13 major things. What we need though at the next meeting is a final ordinance recommendation of what EDAQ's charter is going to be because we have got to enact it so they can actually start doing the work. And so like all the other town charters right there's three or four main

things that those groups are focused on. And if it's you know they have funding authority or funding recommendation whatever those three are four. I mean you've got 13. What is EDAC going to be focused on. And we need that to be done fleshed out in detail at the next meeting to be able to move forward on it because.

Jamie Gaucher: Bylaws?

Bridge Littleton: Well Rhonda can walk you through it but it's the ordinance in the bylaws that go along with it but it's the ordinance that also tells them what their authorized duties are what their expectations are what their powers and you know their magic wand can do. What's that? [Off Mic] Exactly. So because until that's done there is no EDAC.

Jamie Gaucher: So along those lines, much of what I just went through was done with an eye toward the current ordinance and the current bylaws and I will sit down with Rhonda and Martha and go through it. But the current bylaws and the current ordinance allows maybe 95 percent of what I talked about it is really flexible.

Bridge Littleton: So I'm going to stop you there. We don't want flexibility. We want specificity. Right. Because we've all been challenged with you know what is EDAC you know what can EDAC be for the town. Because what it ended up being was just special event funding approval. Right. It can be so much more than that. But not unless it's spelled out exactly what the expectations are and what we're going to hold ourselves accountable to do for them to support them in the activities they want to accomplish. We all have to be on the same page. Philip.

Philip Miller: Aren't we talking about creating two different. So the roles and responsibility of one and the other. So that's actually two different ordinances bylaws that we are going to have to dig in and figure out with specificity what exactly their roles responsibilities and what they're empowered to do. And I would also say take an eye toward membership requirements so if we want specific types of businesses represented or specific businesses than that that should also then be in the bylaws.

Jamie Gaucher: Would you suggest requirements for personnel that would participate on these committees.

Darlene Kirk: That's what I think that's what Philips talking about. Right. You want a retail owner, a restaurant owner, a personal services owner and a citizen. Darlene. [Off mic]

Cindy Pearson: OK I have a question.

Bridge Littleton: Go ahead.

Cindy Pearson: On the creation of the Cultural Committee and Events Committee. Does that really need to be a committee or can that be part of staffs jobs with the approval and you're doing the event and then come back to council for approval.

Bridge Littleton: So here's what I would say. I don't think it's a the creation of an event oriented committee is a bad idea. I don't think it's a bad idea. Is it a subcommittee of EDAC. I don't know. You guys spoke with people and came up. That was an idea that came out of something that would be helpful. So you guys need to flesh out exactly what that means because Cindy is asking the question because we don't have specificity on what it is. I mean are you talking about just helping organize the police. Okay that's not a committee. But are you talking about actually people going out and creating the essence of an event like Christmas in Middleburg. Because if that's the case it is it could be a committee because that's bigger right?

Jamie Gaucher: You described it as a team. And if it's committee is it a team?

Bridge Littleton: Because on your recommendation you have written committee. So you know. Yeah exactly. OK. But no Cindy it's a great question because ultimately at the end of the day they're going to help doing it. Darlene. [Off Mic]

Darlene Kirk: You've got a good point about specificity because when I saw that cultural and community events committee I was thinking [inaudible].

Bridge Littleton: Well and you know draft proposal Taste of Middleburg. On our agenda. Right? That's what I'm thinking of. Philip.

Philip Miller: I see that committee as essentially also taking over the duty of dealing with the funding requests that EDAC is currently saddled with and we've dealt with the issue over and over again of economic analysis and economic impact from EDAC and their recommendations versus a cultural event that you know comes from a different pot of money. I think we can combine those two things into a very specific entity here that focuses really on that and I actually think it's an opportunity and dare I use this word but this is really it's. It's tourism too because these events bring people here. I mean if you're going to say tourism then it's really it's marketing. So it's tourism it's a cultural events and it's marketing. And if those are the three things that this committee which are three of the things that we've kind of identified as a one big issue and it's going to be a strategic focus for us to drive traffic to town in the future that's what the ordinance and bylaws should really be establishing as the mission of this group.

Bridge Littleton: Perfect. Any other comments or questions for.

Philip Miller: And then. So then this other committee EDAC would essentially be a business development CEO type board that advises on business development strategy the technical assistance program and assists ad hoc with securing additional investments in Middleburg.

Bridge Littleton: And I would say recruiting.

Philip Miller: And yes actively recruiting. Absolutely.

Peter Leonard-Morgan: Just going back to the town matching funds up to an annual budget of forty thousand dollars. We've got to be careful because in my opinion there are a lot of businesses that are successful that might not feel like coming out and saying hey I could do with some help here and just because it's successful business doesn't mean you know forget about them. But really critical I think to yeah to be. To me it's delicate. It really is delicate. It's something to me that needs so much care to not not upset people but to really treat the successful businesses really well because they're successful doesn't mean you let them get on with it. On the contrary. So I know you're looking at that but it's important to point out.

Philip Miller: Mr. Mayor. Does anybody want me to respond about anything on branding.

Bridge Littleton: No.

Philip Miller: OK Good.

Bridge Littleton: We're moving on. So no this is an important topic. You know and so next time Jamie I think you've got the direction from council where we expect this discussion to go.

Jamie Gaucher: Yes sir.

Bridge Littleton: Perfect. All right. Next again I'm going to go down the list and cover the for Jamie visit the visit Loudoun MOU. So has everybody had a chance to read that. And does anybody have any questions or concerns or thoughts additions subtractions erasers. Jamie.

Jamie Gaucher: So. A little background. I originally thought that it might be beneficial to tie the calculations of whatever support the town was going to provide to visit Loudoun to the TOT here in Middleburg because that makes it less subjective I guess. You know we can only make a decision about whether we're going to participate but

reviewing some of the TOT numbers and some of the projections. TOT continues to increase. So. If we were going to tie it specifically to TOT and made it some percentage in much the way county determines funding [inaudible] attention that number would increase.

Bridge Littleton: So I'm going to stop you right there. Answers is no. Because if because if TOT is going up but a lot of other town finances are going down and we need to shift the money somewhere else we're not going to have an agreement that doesn't give us the flexibility to do that. So we will visit the allocation just like we do on every budget line item we'll look at the value gotten from the investment and decide on a case on an annual basis if we should up it down it whatever. So unless anybody on council has a disagreement with that.

Philip Miller: I completely agree with that.

Bridge Littleton: Okay. So any other input on the agreement or any item you want to review for the council before there's discussion.

Jamie Gaucher: No sir.

Bridge Littleton: Okay. From there everybody on council anybody have any questions about it? Sure.

Peter Leonard-Morgan: I mean it's a technical one I think page 7 some date and mayoral details incorrectly but.

Bridge Littleton: Okay. So the only comment I had was by and large on the performance measures. I know it says measures but I think this is if you want to call it accountabilities. To me these measures are the accountabilities right. So they fulfill these than they earn the funding they don't fulfill these they don't earn the funding you know on an annual basis. I know it's taken us an extra year to get here. But I you know has the highest per capita contributor to Visit Loudoun than any other county or any other I guess no other town except Leesburg donates money. I think you have outlined a very reasonable very doable very achievable set of expectations that Middleburg has for you know the amount of money that we contribute to Visit Loudoun. So I think this is a great place to be and I'm really happy with what I'm seeing in this. And I thank you and Visit Loudoun for you know get into this and I'm all on board for signing it with that exceptions not performance measures that you know accountable expectations whatever we want to call it.

Philip Miller: And that it doesn't say honorable Betsy Davis.

Bridge Littleton: It can say that all day long that way if it goes down in flames we know who to blame.

Rhonda North: Or the town of Leesburg.

Bridge Littleton: Yeah I didn't even catch that one. Yeah. Whoops. So yeah do a double check on all the details. Anybody else has any comments questions thoughts or concerns. All right. Well it needs to be cleaned up be cleaned up. But Kevin it's 97 percent. So does anybody or anybody here have any issues or concerns with authorizing Martha once you know subject to the administrative cleanups signing the MOU? Great. All right. So directed. And Jamie I think you're out the hot seat. Oh wait sorry Taste in Middleburg. Forgot about that part.

Jamie Gaucher: So so my suggestion for taste and Middleburg really goes back to my presentation. I think it's part of this new committee focus on cultural events. I don't think it's part of EDAC. The restaurants that I talk to about Taste in Middleburg are not interested in a one day festival either [inaudible] multi-day event so I don't know if it is Taste in Middleburg. It might be something where restaurants and food and beverage people can participate but I'm not sure it is Taste in Middleburg. The feedback that I got was that it's a longer event.

Darlene Kirk: My comment was a taste of doesn't necessarily just mean food. It doesn't necessarily just mean wine. I mean it can that can be a part of it but it's also tasting the culture you know.

Bridge Littleton: Great idea.

Darlene Kirk: You know the area. So we want it to be bigger than that. OK. And I wouldn't mind helping with that as well with the new committee.

Bridge Littleton: So appointed. So appointed. All right. So let me just hold the discussion there. So because what we have on the proposal on here is a draft proposal and it doesn't sound like you guys have a draft proposal yet and so let's table it until you guys actually have a draft proposal to consider. OK. And then we can all weigh in. You know let's not us make the sausage that's we have Jamie's expert hands for. OK. Yes. Philip.

Philip Miller: I was just going to say before I forget. If the restaurants are interested in a longer term thing maybe it's a Taste of Middleburg week like restaurant week. OK maybe something to think about.

Bridge Littleton: OK

Darlene Kirk: I was just going to say that I don't know that a week you would want to do it because there is. I mean Restaurant Week does come out here too. [inaudible] Maybe it's just a long weekend or something where people can actually come and stay and get a real taste.

Bridge Littleton: Kevin.

Kevin Hazard: You know something you might consider instead of establishing something brand new. We've got things like the the film festival. We have we have a Shakespeare group coming in. If we could just expand that out into the town more. I think you've already got built in things that you could build something around.

Bridge Littleton: Thanks. OK. So you've got that for the future. OK. Now thank you Jamie. Going back on the and Aleco thanks. Appreciate the help. OK. Going back to the continuation of council goals discussion. Let me pull up the memo. So Rhonda and Martha you guys are sort of a tag teaming that one. Who wants to take the lead?

Martha Mason Semmes: Since I've been talking most I'll let Rhonda do it.

Bridge Littleton: So this is item number.

Martha Mason Semmes: Open the chart. For strategic initiatives.

Rhonda North: Yep that's it. So Martha and Bridget and I took a stab at filling in the columns that you see highlighted. The priorities the responsible council member the time frame and the definition of completion. And what we were hoping was for agreement or disagreement from the council with what we have in there with the thought being that the assigned staff member and the assigned council member would then return would go and have some conversations and then return to the council with some proposals that may end up changing the definition of complete or the time frame or some other some other things. But what we're looking for tonight is just agreement with with what we have highlighted.

Bridge Littleton: So basically what this is these are the goals we came out with in our session got six weeks two months ago I think. Rhonda put them on a on a list just to make it easier. Some of those we'd already identified people when we were talking about them it just made natural sense. And then other things we sort of filled it in. So really what we're looking for tonight is just to review this list make sure that number one names assigned makes sense. I mean there is not perfect alignment with everything always but one of us has to own some of these and just go through it make sure that number one the person is on board with owning this as a priority that they are accountable to the whole for. And then I think we do too is then take this each one of us go off look at that you know agree yes I'm the right person. Yes. This seems like a doable timeframe. And yes or no. This isn't the right definition of success but I think it's this is kind of we we want to do. We don't want to do it here live tonight. What we wanted to give you guys the opportunity to see it first get a first glimpse get a first blush at it and you know throw out

anything you see that may be just completely way off. I mean we're really talking about the names assigned. Oh yes you are.

Philip Miller: Well Bridget and I are each assigned to three high priority items. [Off mic]

Bridge Littleton: We all had input. So I mean if you want to discuss that real quickly we can do that. So right now there's no formalized process right. I think that what really drove that was the CDOT stuff. I mean people have all these questions it's like you know what a one pager on who to call what it is how long it lasts is a great way for the public to just get snapshot information in one place and that way you know we can start training the public to go to the view web site instead of call the staff. I think that was kind of the goal. So but I mean maybe what we do is I don't know how you guys were. I'm happy to review them before they get published. And then yeah I'm happy to do that. I mean I don't think it needs to go to everybody if you all trust me to do it. I'm happy to do it if I see anything on there that's sort of your bailiwick and go wait a minute I don't really know. I'm happy to send it to you. Yeah.

Peter Leonard-Morgan: Perhaps like we did with the fact sheets that can be sent to all of us and if we have some input we have some input unless that makes it too difficult.

Bridge Littleton: That's a staff question because now you're managing eight individual responses. That's a lot. [Multiple speakers] [inaudible].

Darlene Kirk: Anyhow the fact sheet because some of the things that were listed as facts I didn't consider them facts I considered them well not facts.

Peter Leonard-Morgan: Alternative facts?

Darlene Kirk: More opinion or facts should be facts. The Health Center was donated to the town by so-and-so and such and such. That's a fact. You know that's how it should be written.

Bridge Littleton: That's what it's saying. [Off mic]

Bridge Littleton: You know we'll just change the name. Information sheet.

Rhonda North: Yes we can do that. Yes.

Bridge Littleton: I mean because some things are going to be subjective but it's your best guess the time. Darlene is number nine.

Philip Miller: So can we I assume this is an Excel doc.

Rhonda North: Yes.

Philip Miller: Can we filter it so that the high priority items are on top.

Rhonda North: Yes sure. I was just going indicate that was the other thing that we had wanted you all to look at. Are these the right priority on these items.

Rhonda North: And and that may be something once the staff member and the council member get together and figure out the resources that are needed to accomplish it. They may say wait a minute this may not be as high priority. You know we need to recommend it go down a little bit or something that's why some of this could change.

Bridge Littleton: So the next next step for this would be and we'll figure out the number nine for you and one and three and seven and 12 and 14. No but. So Rhonda just highlighted out once we come to finalization on this the next

step would be you know as time permits for each council member to get with the staff person who is assisting with that task and sit down and come up with you know exactly OK how we're going to press forward on this and what do we think we need do we need money. Do we need to hire a consultant. Or whatever it is and then each month we have our council meeting each one of us will be responsible for just the one minute brief out to everybody on what the progress and the status is. And if you need any action from the council. So any other questions? Martha.

Martha Mason Semmes: I just had one suggestion since Darlene expressed interest in the new event. Maybe we could put her name under number 10. Develop new town event.

Bridge Littleton: Perfect.

Martha Mason Semmes: I don't know if Cindy still wants to be involved or not. [Multiple speakers].

Bridge Littleton: And there's no reason you guys can't do together if you want to do it.

Rhonda North: You're a good team on that.

Bridge Littleton: All right so did you guys capture that change. OK. All right. Any other input on the goals for you for now. Yes. Peter.

Peter Leonard-Morgan: Mayor's message.

Bridge Littleton: Yes.

Peter Leonard-Morgan: Needs a new one.

Bridge Littleton: I know and it's and I've got I got an e-mail this morning and I spent an hour and a half two thirds written it will be up tomorrow. Bundles.

Bundles Murdock: Rhonda has the mayor written welcome letter for the packets.

Rhonda North: Yes.

Bundles Murdock: Thank you. Thank you Mr. Mayor.

Bridge Littleton: Oh you're welcome. OK. Any other comments on strategic goals. Okay. And then Martha. Whether it's at the work session or whether it's at the Council session whichever probably the work session. Let's just add each month you no one minute no more than one minute on an update from each counsel as to where they are on their strategic goals. And the staff person are working with. OK

Philip Miller: On the completion of the website. Are we certain it's 6/30/19 based on the timelines and the RFP responses?

Rhonda North: Some things on there may have to change.

Bridge Littleton: We'll update it on there once we sign a contract with what they have is their implementation time. Good point. So it will get done sooner. All right so what else do we have here. I think that's it.

Rhonda North: Closed session.

Bridge Littleton: But I think. Oh sorry yes I apologize. Information Items. Bundles.

Bridge Littleton: This Friday was supposed to be concert on the steps of the Middleburg Community Center. It's been pushed off for a week. We're we're also possibly turning it into a fund raising event for the animals from the hurricane that's about to hit. So stay tuned. More information is coming. I hope everybody will be there from council.

Kevin Hazard: And my daughter's band is singing.

Peter Leonard-Morgan: Sorry what is the new date?

Bundles Murdock: The 21st. I'm very organized by Mrs. Hazard.

Bridge Littleton: Any other information items? Rhonda.

Rhonda North: Mr. Mayor I'd just like to remind you all that we have FOIA training is scheduled for Wednesday September 26 here in this room starting at 5:00 p.m.. The executive director of the FOIA council will be here to assist.

Bridge Littleton: Great. Thank you. If we can also and as you guys have your committee meetings remind folks about the FOIA training and if we can make sure we let all the committee members know.

Rhonda North: We've already sent an e-mail and I've gotten responses from some of them already.

Bridge Littleton: OK great. I only had two things. One. For Will if you guys have any comments or notes you want to make sure you want to see the draft or the final memo that was done by the Berkeley Group he can send it to you if you have any input for him. His and Eric's meeting with the county is on September 27. So and Will if you don't mind just emailing it to everybody. Yeah I mean any comments you guys have let we'll know probably next Wednesday. But it's going to be our one shot with the county one on one in the planning commission. So we've got to make a count. Yeah.

Peter Leonard-Morgan: First of all my apologies for arriving late. I did want to just mention about go green committee. Quick two second update the committee has now seven members plus myself as a council representative. We're forging ahead with plans for the 2019 HEAL Healthy Eating Active Living and 5 k on March 30th next year. We decided to change the date of the fall cleanup the town cleanup to Saturday October 27 at 8:00 a.m. All volunteers are welcome and I'll be circulating info sheet on that soon. And finally we met with a representative from charge point which is the world's leading vehicle charging station manufacturer to start some discussions about the possibility of installing an electric vehicle charging station in town. It's early days but they've just come out with a fantastic new program that really could suit our town. Thank you.

Bridge Littleton: I've seen plenty of Tesla's shown up in town. So yeah. Peter mentioned fall clean up. October was it twenty seventh? 8:00 a.m. Right. Volunteers welcome council mandatory. The last thing I'm going to mention is just another quick reminder The VNL conference in Newport News which is September. No it's September 30th October 1st October 2nd. VNL right now has confirmation from about 450 to 500 folks from all different municipalities small towns and cities around Virginia. So please make every effort to go. I will be there with smiles on and Philip is buying. So what's that. Yeah exactly. Carpooling exactly. Save money. And with that any other information items? No. All right. We are now moved to close session. That's right. Please do.

Peter Leonard-Morgan: Yeah I move the council into closed session as allowed under the Virginia Freedom of Information Act sections 2.02-3 7 1 1 8 3 and 1 for the discussion or consideration of the acquisition of real property or the disposition of publicly held property where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body and for the discussion consideration or interviews of prospective candidates for employment assignment appointment promotion performance demotion salaries disciplining or resignation of specific public officers appointees and employees of a public body. I further move that these matters be limited to one the acquisition of property for a new town office 2 the disposition of the undeveloped

Pickering street right of way and 3 a bonus for a town employee. I further move, in addition to the council the following individuals will be present during the closed session. Martha Mason Semmes Rhonda North [inaudible] Jamie Gaucher and Will Moore for the first part. Martha Mason Semmes and Will Moore for the second part. And Martha Mason Semmes for the third part. I further move that the council thereafter reconvene an open session for action as appropriate.

Bridge Littleton: One friendly amendment for the second part I would like to add Martin Crim. Oh right and Bundles Murdock will be recusing herself. Okay. Any other discussion item discussion?

Martha Mason Semmes: Is it okay if Martin stays in for the first one?

Bridge Littleton: And Martin can stay for the first one as well. Any objection. Okay. Do I have a second to the amendments. Okay. All in favor.

Everyone: Aye.

Bridge Littleton: All opposed? And we are in close session. Okay. I asked the council certified to the best of each member's knowledge one only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and two only such public business matters as were identified in the motion by which the closed meeting was conveyed were heard or discussed or considered in the closed meeting. I would like to remind those present for the closed session that any discussion that occurred within should be treated as confidential. Bundles.

Bundles Murdock: Yes.

Bridge Littleton: Kevin.

Kevin Hazard: Yes.

Philip Miller: Yes.

Darlene Kirk: Yes.

Peter Leonard-Morgan: Yes.

Cindy Pearson: Yes.

Bridge Littleton: I further move that staff proceed as directed with the bonus recommendation and also as recommended in a closed session on the other two matters. [Off mic] It's not a motion just move as directed. Okay. Yeah I didn't call for a motion.

Martin Crim: I think you should vote on the bonus.

Bridge Littleton: All right. So do I have a motion on voting for the approval of the performance bonus. No. The project bonus. Do we have to name the individual?

Martin Crim: No it just has to be reasonable specificity.

Philip Miller: I move that we approve the bonus as requested by the Chief of Police for the officer for the project nominated.

Bundles Murdock: Second.

Bridge Littleton: All those in favor say aye.

Everyone: Aye.

Bridge Littleton: All opposed? Abstention? Meeting is adjourned.