



**MIDDLEBURG TOWN COUNCIL**  
**Work Session Meeting Minutes**  
**Thursday, March 28, 2019**



**PENDING APPROVAL**

**PRESENT:** Mayor Trowbridge M. Littleton  
Vice Mayor Darlene Kirk  
Councilmember Chris W. Bernard  
Councilmember J. Kevin Daly  
Councilmember Peter Leonard-Morgan  
Councilmember Philip Miller  
Councilmember Cindy C. Pearson

**STAFF:** Danny Davis, Town Administrator  
Rhonda S. North, MMC, Town Clerk  
William M. Moore, Deputy Town Administrator  
Jamie Gaucher, Business & Economic Development Director

**ABSENT:** Councilmember Kevin Hazard

The Town Council of the Town of Middleburg, Virginia held their regular work session on Thursday, March 28, 2019 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Littleton called the meeting to order at 6:00 p.m.

**PUBLIC HEARING** – Increase in Real Property Tax Rate

Town Administrator Davis explained that as proposed, the property tax rate would remain the same; however; once it was equalized due to the increase in revenues from the re-assessment, it had to be advertised for public hearing as a rate increase. He reminded Council that the rate needed to be approved during this meeting so it could to be forwarded to the County. Mr. Davis further reminded them that the County was now doing the collections for the Town.

No one spoke and the public hearing was closed.

*Councilmember Daly moved, seconded by Councilmember Miller, that Council adopt a real property tax rate of 15.3 cents per \$100 of assessed value for Calendar Year 2019.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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Mayor Littleton noted that Middleburg’s real tax rate was still the lowest in Loudoun County.

**COUNCIL APPROVALS**

**Resolution of Commendation** – Salamander Resort & Spa

Mayor Littleton read the resolution aloud and presented a signed copy to Sheila Johnson, Prem Devadas and Reggie Cooper of the Salamander Resort & Spa.

Ms. Johnson thanked the Town for standing behind her and believing in her vision. She noted that she loved Middleburg.

*Vice Mayor Kirk moved, seconded by Councilmember Daly, that Council adopt a Resolution of Commendation for the Salamander Spa & Resort for attaining a Five Star Rating from Forbes Travel Guide.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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#### Resolution of Commendation – Middleburg Millwork

Mayor Littleton read the resolution aloud and presented a signed copy to Bob Ball and the Ball Family.

Mr. Ball recognized his father, David, his wife, Joyce, and his son, Robby. He advised that they loved serving the community.

*Councilmember Miller moved, seconded by Councilmember Daly, that Council adopt a Resolution of Commendation recognizing the Middleburg Millwork on their 50<sup>th</sup> Anniversary.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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#### Virginia Commission for the Arts Grant Application

Business & Economic Development Director Gaucher reminded Council that the Virginia Commission for the Arts offered a grant that was for arts specific events or non-profit arts organizations. He reported that the National Sporting Library & Museum filed an application with the Town for special events funding in the amount of \$5,000, which would serve as the match for this grant. Mr. Gaucher noted that the VCA grant was in the amount of \$4,500 which, with the \$5,000 match, would provide them with a total of \$9,500 for their Open Late Concerts.

*Vice Mayor Kirk moved, seconded by Councilmember Daly, that Council approve staff to submit an application to the Virginia Commission for the Arts' Creative Communities Partnership Grant Program in the amount of \$4,500 to support the 2019 Open Late Concert Series.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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Loudoun Tourism Grant Application

Business & Economic Development Director Gaucher advised Council that this was a new opportunity for the Town to feature Middleburg through marketing. He noted that if received, the focus would be on Middleburg as an overnight destination, specifically with a focus on the Middleburg Community Center’s Fourth of July Celebration. Mr. Gaucher reported that Visit Loudoun was also bringing their Summer of Love Tour to Middleburg on that date. He explained that the source of the grant funding was tourism occupancy tax revenues, which must be used for marketing to bring visitors to the municipality. Mr. Gaucher advised that the deadline for the application was March 29<sup>th</sup>. He reported that it would be a joint application between the Town, the Middleburg Business & Professional Association (MBPA) and the Middleburg Community Center.

Business & Economic Development Director Gaucher noted that staff wanted to seek \$60,000. He advised that the grant match would come from the marketing funds that were included in the FY ’20 budget and the budget for the Fourth of July celebration, plus \$5,000 from the MBPA.

Town Administrator Davis advised Council that the staff would work with the Town’s marketing firm and Visit Loudoun to identify areas to target, as well as marketing methods. He acknowledged that the marketing plan was not fully developed; however, he advised that the staff would work with these groups to get one in place.

Council inquired what was involved in the Summer of Love Tour. Business & Economic Development Director Gaucher explained that this was based upon the 50<sup>th</sup> anniversary of the “Virginia is for Lovers” brand. He advised that using a grant from the State, Visit Loudoun acquired a VW bus that was being driven around the area by people in costume as advertising centered around 1969.

*Councilmember Miller moved, seconded by Councilmember Daly, that Council authorize Town staff to submit an application to the Loudoun County Tourism Grant Program in the amount of \$60,000 to support efforts to attract visitors to Middleburg in coordination with the MBPA and the Middleburg Community Center.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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**DISCUSSION ITEMS**

Health Center 501(C)(3)

Town Administrator Davis reminded Council that in the past, the Town disbursed donations from the Health Center Fund. He advised that with the sale of the Health Center building, they have discussed possibly forming a 501(C)(3) organization and noted that the framework for this option was included in his memorandum. Mr. Davis reported that he met with the members of the Health Center Advisory Board who suggested keeping things as they were or engaging with the Community Foundation of Loudoun and Northern Fauquier Counties. He explained that the Foundation held funds in trust for small charities. Mr. Davis advised that the challenge was that they charged a 1% administration fee, which may be more than the Town would want to bear. He suggested that if the Council was interested in this option, he could have their Executive Director attend a meeting to discuss their organization.

Vice Mayor Kirk advised Council, as Chair of the Health Center Advisory Board, that they were concerned about having to pay out money to develop a 501(C)(3) entity and they wanted the funds to remain under the auspices of the Town.

Howard Armfield and Erik Scheps, members of the Health Center Advisory Board, appeared before the Council. They opined that the Community Foundation of Loudoun and Northern Fauquier Counties deserved consideration. They noted that individuals make contributions to it.

The Council held some discussion of the Foundation. It was noted that the Council needed to identify their goals, which were generally to invest the money more aggressively, but still safely, in order earn more interest than the Town could make; continue to direct where the donations would go; and, minimize the administrative cost of managing the funds. The Council discussed how utilizing the Foundation would work. They noted the need to have the pros and cons of each option, including a cost estimate. The Council agreed to hear a presentation from the Foundation.

#### Action Plans – Council’s Strategic Initiatives

Town Administrator Davis advised Council that with the staff’s assistance, he developed a system that would help them understand what was needed to achieve their twelve strategic initiatives. He noted that two additional items have been added to the list – the Comprehensive Plan Update and a digital archiving project – however the action plans for those were not yet available. Mr. Davis advised Council that the initiatives have been spread out over a three-year period, by quarters, on the spreadsheet. He summarized that the accompanying action plan sheets identified target dates, action items, resources needed, budgetary needs, risk factors and whether one project influenced another.

Town Administrator Davis advised Council that he was proposing to use Click-Up software as a tool to communicate the status of the initiatives and to make sure the staff was staying on track. He noted that this was a way to hold the staff accountable for their projects.

Mayor Littleton reminded the members of Council that each of them was assigned to be a representative for each strategic initiative. He noted that each member was accountable for making sure their initiative(s) were progressing. Mr. Littleton opined that Click-Up was a powerful tool that would allow the members to check the status of an item at any time without the need to interrupt the staff.

Town Administrator Davis suggested the staff provide the Council, and thus the public, with a quarterly update on how things were going. It was noted that it was not possible to integrate Click-Up with the Town’s website, as it was a permissions based system; however, it was possible to post a monthly snapshot.

Mayor Littleton suggested the staff and responsible Council member(s) for each item get together within the next month to review the summary pages for each. He reiterated that the members of Council would be held accountable for their item(s).

Councilmember Leonard-Morgan volunteered to take over the wayfinding signage initiative and opined that it fell in line with some other items on which he was already working.

The Council agreed that the system, as proposed, looked good.

#### Status Report – Town Website Project

Town Clerk North reported that the staff and members of the Council’s Review Committee saw the concept design for the new website last week. She noted that it was still in the design stage and did not include content. Ms. North advised that the staff was happy with the concept thus far. She noted that CivicPlus was aware of the Town’s branding project and was prepared to apply it once it was available.

Ms. North advised that she and the remainder of the staff were working on the content portion of the project. She reported that they have identified the content they would like to have on the new website and were working to put as much of it as possible on the existing one so CivicPlus could migrate it over to the new one. She reminded Council

that they would see the design concept during their meeting on April 25<sup>th</sup> and noted that in order to keep to the schedule, it needed to be approved by the May 24<sup>th</sup> deadline. Ms. North advised that the staff had until May 17<sup>th</sup> to get as much as possible on the existing website for migration, after which, the staff would need to track any changes so they could make them to the new site. She reminded Council of the plan do to a soft launch of the new site on June 24<sup>th</sup> and the official launch on July 1<sup>st</sup>. Ms. North advised that, at this time, the staff was confident it could meet the schedule.

Town Clerk North displayed a few of the new pages that had been created to date, including an Attractions Page, a Special Events Page and a Go Green Page. She also displayed existing pages, such as the Shopping/Dining/Lodging Page that were recently updated and now included photographs to make them more visually appealing. Mayor Littleton agreed to provide a photograph from the Middleburg Museum for the attractions page.

Mayor Littleton questioned whether users would have to scroll down the pages for the new website or whether they would be formatted to fit onto one panel. Town Administrator Davis confirmed the homepage would definitely fit onto one panel. He advised that the staff would check on whether the interior pages would as well.

Town Clerk North reiterated that she was trying to integrate more photos into the website to give it more interest. It was noted that photos have been secured from Visit Loudoun, Lloyd Ferguson and that DeeDee Hubbard had offered the use of hers.

Mayor Littleton noted that Gene Scheele wrote a book about Middleburg that included some old photographs, pictures of paintings and hand drawn maps. He suggested the Town may wish to incorporate some of them into the website. Mr. Littleton advised that he would get the information to the staff so they could consider it.

### **REPORTS OF TOWN COUNCIL/COMMITTEE LIAISONS**

Councilmember Bernard noted that the Middleburg Arts Council met last week. He reported that their Foxes on the Fence fundraiser was scheduled to commence on March 31<sup>st</sup> and advised that he was painting a "Town fox" for it. Mr. Bernard noted that there would also be hounds on the fence.

Councilmember Leonard-Morgan reminded Council of the HEALth Fair on March 30<sup>th</sup>. He reported that they would have twenty-eight vendors, as well as a 5K, dog jog and a walk. Mr. Leonard-Morgan noted that once this event passed, Go Green would focus on the Town-wide Clean-Up that was scheduled for April 13<sup>th</sup>.

### **OTHER DISCUSSION ITEMS**

Mayor Littleton opined that the Planning Commission meeting held on March 25<sup>th</sup> was amazing and noted that the community was very engaged. He opined that eighty people were in attendance.

Mayor Littleton reported that the Piedmont Environmental Council's event regarding the County Comp Plan update was also well attended. He noted that the PEC generally had twenty to forty people at their events; however, there were over one hundred at the Middleburg one. Mr. Littleton advised that after the meeting, the members commented on the number of people in attendance.

### **CLOSED SESSION**

*Councilmember Miller moved, seconded by Vice Mayor Kirk, that Council go into closed session as allowed under the Virginia Freedom of Information Act Section 2.2-3711(A)(3) for the discussion or consideration of the acquisition of 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. Councilmember Miller further moved, seconded by Vice Mayor Kirk, that these matters be limited to: (1) the acquisition of property for a Town Administration Building; (2) the disposition of a Town right-of-way; and (3) the disposition of the Asbury Church. Councilmember Miller further moved, seconded by Vice Mayor Kirk, that in addition to the Council, the following*

*individuals be present during the closed session: Danny Davis, Will Moore, Rhonda North and Jamie Gaucher. Councilmember Miller further moved, seconded by Vice Mayor Kirk, that the Council thereafter reconvene in open session for action as appropriate.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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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.

**COUNCIL APPROVAL** – Letter of Intent – Sale of South Pickering Street Right-of-Way

*Councilmember Bernard moved, seconded by Councilmember Daly, that Council adopt a letter of intent for the potential vacation of the South Pickering Street right-of-way.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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**OTHER DISCUSSION ITEMS** (continued)

**Status of Improvement Projects**

Deputy Town Administrator Moore reported that the surveyors for A&M Concrete were re-establishing the survey markers for the Marshall Street Sidewalk Project, as they were destroyed during snow plowing operations. He advised that he would not have a completion date for the project until he received a start date from A&M; however, he opined that the project would move along quickly once work began.

Deputy Town Administrator Moore reported that he met with J2 Engineers to discuss a study of Pinkney Street. He opined that this project would not be complete during this calendar year due to the many unknowns. Mr. Moore explained that coring samples must be taken and surveys done. He advised that a lot of engineering would be required to identify the work necessary to bring the street up to standards so VDOT would accept it into their maintenance system.

Town Administrator Davis noted the need to have a conversation with VDOT to get an understanding of the scope of work to be done, including addressing storm water issues. He reminded Council that this was more than a simple milling and paving project.

Mayor Littleton noted that the road had significant issues, including potholes and drainage. He suggested the Town may have to fix the drainage and other issues before doing the entire street project.

Deputy Town Administrator Moore reported that with regard to Chinn Court, he needed to talk to VDOT about the project. He reminded Council that they previously approved the expenditure of up to \$30,000 for this project and noted that he had a bid from Superior Paving for \$33,000. Mr. Moore advised that there was an advantage to using Superior Paving, as they were VDOT's contractor for the road repaving work that was done last year. He reminded Council that VDOT allowed that work to be done as a no-plans operation and expressed hope that they would allow the Town to handle Chinn Court in the same manner.

The Council agreed to increase the approved amount for the project to \$35,000 so it would not be stalled further in the event the cost increased.

*Councilmember Miller moved, seconded by Councilmember Daly, that Council authorize the staff to spend up to \$35,000 on the Superior Paving contract for Chinn Court.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: Councilmember Hazard

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

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Foxes on the Fence

Town Clerk North noted that she just received an email from the Chairman of the Middleburg Arts Council announcing that they had been nominated for a Visit Loudoun Tourism Award for Foxes on the Fence in the category of New Event of the Year.

Cemetery Flooding

Councilmember Leonard-Morgan noted that flooding continued to be an issue at the cemetery.

Deputy Town Administrator Moore advised Council that Vivian Warren reported to him that she met with VDOT and that they expressed a willingness to do something.

There being no further business, Mayor Littleton declared the meeting adjourned at 7:39 p.m.

APPROVED:

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Trowbridge M. Littleton, MAYOR

ATTEST:

\_\_\_\_\_  
Rhonda S. North, MMC, Town Clerk

## March 28, 2019 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](http://www.middleburgva.gov))

**Bridge Littleton:** All right, we will call the March work session to order. First item is roll call.

**Chris Bernard:** Chris Bernard

**Philip Miller:** Philip Miller

**Darlene Kirk:** Darlene Kirk

**Bridge Littleton:** Bridge Littleton

**Peter Leonard-Morgan:** Peter Leonard-Morgan

**Cindy Pearson:** Cindy Pearson

**John Kevin Daly:** John Kevin Daly

**Rhonda North:** Ronda North, Town Clerk.

**Danny Davis:** Danny Davis, Town Administrator.

**Bridge Littleton:** Ok. So the first item we have is a public hearing, an action item on the increase in the real property tax rate. So let's see. Pull this up. Danny, do you want to give us a quick 30 second synopsis?

**Danny Davis:** Absolutely. Very quickly, we are proposing that the tax rate remain the same from calendar year 2018 to calendar year 2019 at 15.3 cents per 100 dollars of assessed value. The reason for the public hearing is because of this slight increase in assessments. It is more than a 1 percent increase in revenues received. So at this point, it's a public hearing. And I will remind Council a decision is needed tonight so that we can transmit this information to the county because they'll be doing collections for us beginning this year.

**Bridge Littleton:** Thank you. So I guess the the the baseline is we're keeping the rate the same, but the revenue will go up because assessments increased.

**Danny Davis:** That's correct.

**Bridge Littleton:** OK. Is there any member of the public who would like to address the council regarding the proposed tax matter? All right, we will close the public hearing and any discussion from Council. Yeah.

**Peter Leonard-Morgan:** Just one my minor question, it talks about an increase in real property tax rate and I didn't quite understand that because I don't think it's the rate that's increasing.

**Danny Davis:** Actually you're correct there. The rate itself is staying the same. It's the real property tax revenues. Thank you for that.

**Bridge Littleton:** Ok, does anybody have any questions regarding the tax item? All right. Is there a motion?

**Kevin J. Daly:** I move that the town council adopt a real property tax rate of 15.3 cents per 100 dollars of assessed value for calendar year 2019?

**Philip Miller:** Second,

**Bridge Littleton:** Any discussion? The only thing I will proudly notice we're still the lowest real property tax rate of any other municipality in the county. With that, all those in favor say aye.

**All:** Aye.

**Bridge Littleton:** Opposed? Abstentions? Motion carries. All right. Next item on the agenda is council approvals. So we have two resolutions of commendation and the first one is for the Salamander Resort and Spa. So what I'd like to do is Sheila, Prem and Reggie, if you guys would like to join us at the front of the dais. Now, I'd like to say. So, yeah, so. So if you guys want to turn around? What I'll do is I'm going to read the resolution first and then we'll we'll make a motion to adopt it. I'll come around front. Thanks. Fortunately, Dr. Stein says, darling says, my arms are still long enough. I don't need glasses. All right. So resolution of commendation for Salamander, a resort and spa, five star rating. Whereas in August of 2013, the Salamander Resort and Spa opened in Middleburg, Virginia. And whereas Sheila Johnson, founder and CEO of Salamander Hotels and Resorts, established an ambition, an ambitious goal for the resort to achieve the highest recognition in the hospitality industry for service excellence as designated by Forbes Travel Guide. And whereas in January of 2019, Forbes Travel Guide awarded the Salamander Resort in Spa, its rare five star rating, making it making it one of only two property new properties in the United States to receive this honor this year. And whereas there are only 210 properties in the entire world, 79 of which are in the United States to have attained this monumental ranking. And whereas in addition Salamander, Resort and Spa is one of only three properties in the United States to be identified on Forbes's world's most luxurious list for both spas and the hotel, whereas achieving such high ranking provides tremendous economic benefits to the town of Middleburg as well the as well as the other businesses in the Greater Middleburg community. And whereas in addition, members of the Salamander team contribute greatly to the town through community service which are too numerous to mention. Now, therefore, be it resolved that the mayor and members of the town council or the town of Middleburg applaud the Salamander Resort and Spa, Sheila Johnson, its owner Prem Devadas, President of Salamander Hotel Hotels and Resorts. Reggie Cooper, General Manager and the dedicated employees of the Salamander Resort and Spa for their commitment and dedication to attaining the rare and coveted five star rating from Forbes Travel Guide. Be it therefore resolved that on behalf of the citizenry, we express our appreciation for your many contributions to the community. [Applause]. Thank you all you very much. Sheila, would you like to say anything? For the record?

**Sheila Johnson:** Well, for the record, I just want to say this is the first time I've been back in this room since the vote. Can you believe it? It has come full circle. And I just want to thank the town of Middleburg for standing behind me and believing in my vision and all the citizens here in the town of Middleburg and making Salamander Resort and Spa their living room. I cannot thank you enough for your support and inspiration that you all give me every day. I just love it here. I love this town and I love the people here. Thank you very much. [Applause].

**Darlene Kirk:** Let me do it. I move that council adopt a resolution of commendation for Salamander Spa and Resort for attaining a five star rating from Forbes Travel Guide.

**Kevin J. Daly:** Second

**Bridge Littleton:** All those in favor say aye.

**All:** Aye.

**Bridge Littleton:** Opposed? Abstentions? Resolution passes. Thank you all so much. All right. We have one more resolution of commendation for the Middleburg Millwork fiftieth anniversary. So. Is there anyone here? Come on up. Front and center. So resolution of commendation, Middleburg Millwork fiftieth anniversary, whereas in 1969,

David Ball and Dan Burner opened Middleburg Millwork Inc. in the former Ford dealership building located on South Madison Street. And whereas over time, Mr. Ball became the sole owner of the business. And on June 1st, 2015, his son Bob assumed operation of the Middleburg Millwork. And whereas the Middleburg Millwork exemplifies the charm and friendliness associated with our historic village and has a long history of experience in building materials, expertise, offering hardware, millwork, a lumber yard and a kitchen and bath design studio to the Greater Middleburg community. And whereas Middleburg Millwork Inc. is celebrating its fiftieth year in business, and whereas Bob Ball has contributed to the town of Middleburg beyond the customer service and economic development benefits provided by the Middleburg Millwork through community service. Now, therefore, be it resolved that the mayor and members of the town council of the town of Middleburg applaud, applaud Bob Ball, the Ball family and the dedicated employees of the Middleburg Millwork for their faithful support of the community, as well as their long standing service to our citizens. Be it further resolved that we congratulate the Middleburg Millwork on reaching its fiftieth anniversary milestone and express hope for many more years to come. Congratulations. Thank you. Congratulations.

**Bob Ball:** Thank you. 50 years. I can say this because I can say anything. It was always, "Damn it, son!". With that said, serving the great community, serving everybody, love to do it. My wife, Joyce, son, Robby. Of course, Dad. It's great. Everything is good. You guys are great. Love the community. What can I say? It's easy to come to work every day. If you've got that feeling, you can do it. So but we thank everybody. You guys do a great job. Thank you so much.

**Bridge Littleton:** Thanks a lot. Absolutely. So, Bob, the question is on Monday, is it Bud or Bud Light or on the first, I should say? Ok, do we have a motion?

**Philip Miller:** I move that council adopt a resolution of commendation, recognizing the Middleburg Millwork on their fiftieth anniversary.

**Kevin J. Daly:** Second.

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

**All:** Aye.

**Bridge Littleton:** Opposed? Abstentions? Motion carries. Thank you. All right. [Off mic]. Suitable for framing. All right. Next one here is Virginia Commission of the Arts Grant Application. Jump on to that and Mr. Gaucher.

**Jamie Gaucher:** Thank you, Mr. Mayor. So I have the opportunity to speak this evening about two different grant programs. And the first one is the Virginia Commission for the Arts. Historically, the town has made an application on an annual basis to this grant program in support of the Bluemont concert series and the Open Late concert series. Now that Bluemont is no longer operational, this is an opportunity to support the Open Late concert series from the National Sporting Library and Museum. This is a specific program that the VCA sets aside for municipalities to support arts specific events or arts specific non-profit organizations. In parallel with this, it's important to note that the National Sporting Library and Museum has submitted an application for special event funding to the town. If that is viewed favorably by the committee and approved by the council, that 5,000 dollars would be the match that would be required for this Virginia Commission for the Arts program. Outside of that, I'd be happy to answer any questions that you have, either around the event or around the grant program.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** You said match. But this says 4,500.

**Jamie Gaucher:** That's correct. So the 4,500 is the limit that the Virginia Commission for the Arts provides and they require a match. That's correct.

**Bridge Littleton:** Wait a minute. So I think. So I think the Sporting Library is requesting five. There will be a 4,500 match, but there will be a 500 extra that won't be matched that is being put in by us. So they'll get a total of 9,500.

**Jamie Gaucher:** That's correct.

**Bridge Littleton:** Got it. Okay.

**Darlene Kirk:** [Off mic]. The proposal only says 4,500.

**Jamie Gaucher:** 4,500 dollars is the limit from the Virginia Commission for the Arts.

**Darlene Kirk:** [Off mic]

**Jamie Gaucher:** No, ma'am.

**Philip Miller:** I don't think that decision is so there's a little bit of timing disconnect here and that the Cultural and Community Events Committee has not yet reviewed the application from Open Late for funding from the town, which would be the 5,000 dollars match. So our match has not yet been approved by the council. This is currently just a request to apply to the Virginia Commission for the Arts for the 4,500 dollars. Then the town's matching contribution will come will come down the road soon.

**Kevin J. Daly:** Two separate events.

**Bridge Littleton:** We can't submit the application for the match if we don't commit that. If they match. We're going to fund it on the other end. I got it. Okay. Okay. Got it. Okay. So. All right. Does anybody have any questions for Jamie? Yeah.

**Cindy Pearson:** Didn't we? Of course this could be different before the 5000 dollar sat in a different spot just to always be there for the matching. That's not like that anymore.

**Jamie Gaucher:** That's correct.

**Cindy Pearson:** Okay. So that's why you're doing this. Okay.

**Bridge Littleton:** Any other questions for Jamie? OK, is there a motion.

**Darlene Kirk:** I move that Council approved staff to submit an application to the Virginia Commission for the Arts Creative Community's Partnership Grant Program and the amount 4,500 dollars to support the 2019 Open Late Concert series.

**Kevin J. Daly:** Second

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

**All:** Aye.

**Bridge Littleton:** Opposed? Abstentions? Motion carries. All right. Next one is the Loudoun County Tourism Grand Opportunity.

**Jamie Gaucher:** So this is new for me. I'm not sure how many years Loudon County has provided this grant opportunity, but this is this was not something that came across my desk last year. So given the fact that the town is wrapping up our branding project in the near future, and given the fact that we've gained interest in participation

both from the MBPA and from the Middleburg Community Center, staff is interested in submitting a grant to Loudoun County to focus specifically on Middleburg as an overnight destination for events, festivals, weekend getaways, stay-cations. We would use that money for support of a local businesses, including some of the lodging properties. Under this umbrella, we would look at weddings and celebrations and we'd have a specific focus on the Fourth of July celebration at the Middleburg Community Center. I also learned yesterday that Visit Loudoun will be bringing their Summer of Love tour to the fireworks celebration here in Middleburg. They have 17 stops over the summer at events all around the county, and the one for Middleburg that they've decided to participate in is the fireworks event. These are specifically transient occupancy tax funds that have to be used specifically for marketing purposes to bring more visitors to a municipality or via a specific event. The deadline for this is tomorrow. [Laughter]. And just given the timing of it, Danny and I both thought it would be appropriate, obviously, to bring it to your attention. So we're seeking approval to submit this grant application in cooperation with the MPBA and the Middleburg Community Center to the county.

**Bridge Litton:** Any questions for Jamie? Chris?

**Chris Bernard:** Are you guys ready? It's tomorrow.

**Danny Davis:** We are. A few more pieces that will tie up tomorrow, but we have letters of support from MBPA, community center, and then the application itself is 90 percent done.

**Chris Bernard:** Is there anything that has to be marketing specific that has to be put towards advertising? [Off mic].

**Jamie Gaucher:** It is. And I think it's designed that way specifically to be applicable to as many different entities as possible. I understand that last year the county had more money than they actually had grant applications for. So in the current draft of this that Danny and I had been working on, ask for a grant of 60,000 dollars from the county and we're matching that with some of the marketing money that is in the FY '20 budget, the budget from the event at the community center and we've got a pledge of 5000 dollars from the MBPA.

**Danny Davis:** And part of our response to the county on that as well is that in the next few months or over this period of time, we'll be working with our marketing firm that's finishing the branding project as well as Visit Loudoun in terms of target areas, markets that we would reach out to. We give some examples. You know, Charlottesville, Richmond, DC area, Pittsburgh, Philly, those you know short drive weekend trip areas as well as the best way to do this digital social media and traditional print media is appropriate. So the plan itself isn't fully developed, but indicating that we have every intention to be working with those groups to get that in place so that as the branding project completes, we can actually begin to start kicking this off.

**Cindy Pearson:** What is that? Love. Whatever this Loudoun Summer of Love that they're bringing, what is that?

**Bridge Littleton:** Summer of 69. Yeah, 50 years.

**Jamie Gaucher:** Exactly. Visit Loudoun was awarded a grant in from the from the Commonwealth to support the fiftieth anniversary of Virginia is for Lovers in that brand and in and of itself. And so they have decided to use the summer of love as a theme. They are literally going to have access to a VW bus that they are going to drive around the county with with costumes and events and and social media strategy and advertising all around roughly 1969. Correct. And they will be here and they will be in Middleburg on July 4.

**Bridge Littleton:** All right. Any other questions? Yeah.

**Peter Leonard-Morgan:** I can see it here. Maybe it is here. Is there a matching that we need to do for that?

**Jamie Gaucher:** Yes. So it's a one to one match. And the match that we have proposed would be the marketing dollars that during the fiscal year 20 budget. The budget for the Middleburg Community Center's fireworks event,

which is roughly 28,000 dollars. And then we got a financial contribution, a pledge from the MBPA as well. Right. Exactly. All right.

**Bridge Littleton:** Okay. Anything else?

**Philip Miller:** I move that council authorize.

**Bridge Littleton:** Hold on. I had a question.

**Philip Miller:** OK.

**Bridge Littleton:** So I guess that was one of things I was confused on. So on. On the thing here, it said there was a there was additional backup materials available on the 26th. Were those not included?

**Jamie Gaucher:** Oh, I don't know if they were or not.

**Bridge Littleton:** Well, there's only one thing in the packet right now.

**Danny Davis:** That is that was not in the original packet that went out Friday. So this came on Tuesday, so.

**Bridge Littleton:** Got it. Okay, I gotta go. Okay.

**Danny Davis:** Sorry for any confusion.

**Bridge Littleton:** No, that's all right. I thought it was like when it said additional material, I thought like, what the application looks like or there's a description in the Summer of Love, which is wow. Exciting.

**Danny Davis:** And if I may. After developing this little further and going through the numbers together. I think we're actually going to request 60,000 from the county. So if you wouldn't mind amending the motion when it's made it. Thank you.

**Philip Miller:** I move the council authorized town staff to submit an application to the Loudoun County Tourism Grant program in the amount of 60,000 dollars to support efforts to attract visitors to Middleburg in coordination with the MPBA and Middleburg Community Center.

**Darlene Kirk:** Second.

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

**All:** Aye.

**Bridge Littleton:** Opposed? Abstentions? All right. Thank you. Now, next item is health center of 501(C)(3). The fun stuff. All right.

**Darlene Kirk:** Come up to the table, you guys.

**Bridge Littleton:** Well, honestly, if you if you don't mind, because that way we can get it on the tape and blame Eric or whatever. No, it's all in Ashburn on the data center. Danny.

**Danny Davis:** So over the last few months, the council has been discussing this topic of how to approach the health center funds and the structure or means by which the council has considered dispersing those funds. As you know, in the past that has been through the health center advisory board. There's been talk about consideration of establishing a new 501(C)(3) charitable organization that the funds could be given to, and then that organization would have the

opportunity to disperse those funds. This item here presents a potential framework for that option before you. But before we get into that, I did want to let the council know that I had the opportunity to meet with all five members of the Health Center Advisory Board and talked with them over this idea, this topic and discussion. I don't want to speak for them, so I'll let them speak as you wish. But I will say the conversation was, I believe, of the direction of potential, either keeping it the way it is potentially not pursuing the 501(C)(3) idea, or perhaps using the community foundation of Loudoun and northern Fauquier counties, which is essentially a broad arm. It's a nonprofit that helps hold funds in trust or in endowment, if you will, for other smaller charities. I have some more information on them. And Howard brought this to my attention and I really appreciate him doing that because I hadn't even considered that idea. And I can go into more details with that. The challenge with that option before us is they charge a 1 percent per year administrative fee. They do all the work for you, which is great. They do the filings and the audits and everything else. But the the the cost of it may be more than what we're wanting to bear at this point from a third party or another organization. So that's one option on the table. And I'd be happy to provide more info on how the community foundation works. And if we want to pursue that, I could bring or ask the CEO executive director to come to one of our meetings. The second option would be to consider leaving things as-is with the town, keeping the funds in our own control. Or the third option that we lay out here in the item would be to consider further pursue this separate nonprofit 501(C)(3) option. So I might leave it there for now for that broad discussion. Then, if we want to get in more details about the actual 501(C)(3) idea, we can walk through that down the road.

**Howard Armfield:** Go ahead, Darlene You look like you were going to say something.

**Bridge Littleton:** You're about to jump, Darlene.

**Darlene Kirk:** OK, I guess I'll jump. I think the overall consensus was we would be paying out, you know, if we go to a 501(C)(3), we're going to have to pay out a good chunk of change that we have. Well, you have to do certain things to set it up.

**Bridge Littleton:** 500 bucks.

**Darlene Kirk:** No, I think it's more than that. And that was a concern with us. But we really kind of wanted it under the town auspices as well. That seemed to be the general consensus of the committee, correct?

**Bridge Littleton:** Oh, you're speaking about the committee?

**Darlene Kirk:** Yeah.

**Bridge Littleton:** Oh, I thought you were. Never mind. Sorry. I thought you were speaking for yourself. You didn't say I was speaking on behalf of the committee.

**Darlene Kirk:** Well, he told me to speak.

**Bridge Littleton:** Yeah, sorry.

**Howard Armfield:** That one percent I think is going to be consistent. I think it's something that I don't know, maybe we could possibly speak to the director and say, listen, we're a small town. The funds are limited. There might be a negotiating tactic there. I don't know if you feel that way.

**Erik Scheps:** This idea does deserve some time to be considered. And I think it would be worthwhile to have Amy Owen who is the president of Loudoun and Northern Fauquier Community Foundation to come and talk and explain where what they do. But the big picture of what they do is you can make a self-directed fund inside of the Community Foundation, so you pick where it goes, you can direct, you know, what kind of investment style you want. We're trying to earn 30 to 40 thousand dollars a year to keep doing what we were doing. But we'll have about 800,000 or more with which to do that. One percent is 8,000 dollars. I don't know what it would cost the town to do the committee. Probably not that much, but that is a factor. Anyway it takes away all the administrative burden of

trying to do it ourselves with various committees and subcommittees addressing components of the plan. So I'm not saying it's the final answer, but it's certainly worth more consideration than just this. I think Amy Owen should come and talk to the council about it in some significant detail so that it's better understood.

**Howard Armfield:** I was just going to say and also, you know, maybe we could think outside of the box. You know, we have a large number of money managers right here in town that we might want to speak to. You know, maybe that somehow that they would be inclined to possibly manage this for a fee, a small fee, and then utilize the dais as direction of what they want to do with the money every year. So I think there's a lot of different things that we might want to consider. Obviously, something doesn't have to be done immediately. So I think it's a it's a moving part. It's moving parts.

**Erik Scheps:** The town is lucky it's got choices. And so I think all of them should be considered in some depth because whatever you decide to do is going to be most likely permanent.

**Darlene Kirk:** And one other thing is we didn't want to end up spending a lot of money out of the fund to set up something for the fund. We'd rather give it away. That's what we were talking about this afternoon when we met.

**Bridge Littleton:** Let me ask a quick question. So I don't know how the Community Foundation works. I don't know if it's like United Way. United Way is a great organization. But like, if you give you money to United Way and you tell them I want my money to go for this particular thing, it doesn't actually go towards that. It only goes towards it if that's what they budgeted. If they budget it, if you want to give more, they actually have. So does the Community Foundation work that if you say it has to be given to something in the borders of Middleburg.

**Danny Davis:** And in fact, it's even a little more specific than that, which is you set up. It's a funding agreement essentially where funds are not disbursed from the town's allocation, if you will, or deposit until approved by whoever is established as the adviser for that fund, which in this case would most likely be the town council. So distributions would only be approved once Council then would request the community foundation, say, out of our funds that you're holding for us we want to distribute this thirty thousand dollars to these organizations. Their committee and their board has to approve it, but they approve pretty much every request that comes.

**Bridge Littleton:** So it's basically just a non-profit money manager.

**Danny Davis:** It's an administrative administrative support. I mean, you know, you think of all those things that.

**Howard Armfield:** We might be able to you know. That's just something. Obviously, Darlene brought up a good point. You know, we don't we don't want all this money to deplete itself with management fees. So, you know, I'm sure if we put our heads together, we could probably find an institution or an individual that might be able to do it for, you know.

**Bridge Littleton:** So I would say the only thing, you know, if it's a community foundation, right. They're setup isn't as a legal entity. If we're going to have the money put with like a local money manager, we have to have a legal entity to put it through. We can't just give them cash. So that was the idea for the 501(C)(3). But what it sounds like is that the Community Foundation would be the same kind of structure in lieu of having to set up our own. Right.

**Erik Scheps:** That's what they were designed for. They were designed for people who have some wealth or municipalities, but didn't want to pay the expenses of having your own people run it. So they run it and they charge a fee for it, which they call not really the fee to them. It is to them, but it's to help them continue to create interest in the community to do this because it is a valuable service. So that's right.

**Cindy Pearson:** And I believe this out was that they also have people who want to donate to a foundation and they may say, well, here is this is our list and they might pick us and want to give towards it. So that's a plus for using them also.

**Howard Armfield:** Which was one of the bullet points here that you guys were talking about fundraising. So sort of an in-house fundraising relative to.

**Erik Scheps:** We have to clarify this. But people do give to the now it's called the Loudon and Northern Fauquier Community Foundation people do donate to it just because of what it does without regard to doing anything specific with it except for their operations. So they get other money, too

**Bridge Littleton:** Any other questions?

**Peter Leonard-Morgan:** But just an observation, really. I was at an event where the Community Foundation, Amy Owens was lauded. She won a Loudon Chamber, I think, award for services to exactly this sort of thing. So they're a great entity and does sound to me like a fantastic option to look at. I would say.

**Darlene Kirk:** One of the things that we brought up in one of the sessions today was the possibility of putting it in, having the finance committee that's here at town, maybe do something with it to help it bring in more money. I mean, that was just brought up today.

**Bridge Littleton:** Oh, no, no, it makes total sense. I mean, the key is, if you're not going to give it to something like the Community Foundation, you have to set up a legal entity that can do all this stuff. Right. I mean, there's taxes involved, accounting all that kind of stuff. So let me ask. And again, if you guys don't know it's fine, right? I mean. So I think it's a very interesting idea. We need to find out all the details and particulars, right? If after three or four years we don't like it, can we pull it right? Is there a penalty? Right. What happens if they're not meeting investment goal? I mean, just there's a lot of the details, but it sounds like a good option to explore. And the other question I would have is, so there's and you going you probably guys don't even know. But one of the things we thought would be great for these, the Health Center Advisory Board to do is say, hey, there's 800,000 in there. We're going to earn 5 percent this year. We want to take 25,000 dollars and actually throw a fund raiser to try and raise 50. Can you pull from the principal to go do something which is not, you know, a donation? It's actually, you know, almost like economic. You know, it's all the details we've got to work through. Yeah, it's. Yeah. [Off mic]. I mean, I think. So, I think what it sounds like you guys are saying is a community foundation could do all the things you want the 501(C)(3) to do without having to actually set up the 501(C)(3) and we retain all the authority we want. OK. [Off mic]. No, I get the one percent. I don't think that's unreasonable. I don't, I don't think it's unreasonable.

**Howard Armfield:** That's now pretty much standard.

**Bridge Littleton:** And especially if you don't have to deal with audits and you know. If you're going to earn 6 percent a year and you pay 1 percent. So you earn 5. Yeah. Chris, sorry.

**Chris Bernard:** I mean, I guess I'm looking at the couple options that we have. I think we need to figure out what are our goals and then we just analyze those three options. So we want to what? We want to maximize the amount that we earn on this every year. We want to have.

**Bridge Littleton:** Safely.

**Chris Bernard:** Yes. Safely within whatever constraints we have. We want to minimize the administrative costs probably as much as possible. And then I think as the council, we want to retain control over where the money goes. Right. So, I mean, it sounds like, well, there's two options. We set up our own 501(C)(3) or we go through the Community Foundation. What's the third?

**Bridge Littleton:** Yeah. Kevin.

**Chris Bernard:** But if we keep it the way it is, don't we still have to find ways to invest our money so we'd have to create the legal entity, the 501(C)(3).

**Bridge Littleton:** But we what we do is we end up putting all the administrative burden back on staff.

**Darlene Kirk:** But we asked about that. Well we did ask about that. And you told us it's minimal.

**Danny Davis:** Yeah. I will say I mean, in terms of the grand scope of all of our activities that we are doing, this fund is, you know, a line item essentially in terms of all of our other funds. The time comes when, you know, bring Health Center Advisory Board meets one or two times. We bring it to council, but it's already included in our audit. You know, there's, I will say, minimal disruption to town staff by keeping it in-house. I believe the councils, part of the council's idea or purpose of looking outside of our ownership of the funds is that that may open additional investment opportunities beyond the safeguards and protections that we do. We're we're again, I've said before, we're receiving or achieving about 2.6, 2.7 percent. It's not bad right now. I mean, we weathered the downturn at the end of 2018 without, you know, dips and things like that. And yet we don't have the opportunity perhaps to increase that return.

**Bridge Littleton:** Kevin.

**Kevin J. Daly:** I was just going to ask, we set up our own entity that has a cost incurs in that. Is there a chart that could show the three courses of action that shows here's the expense of doing a course of action one, course of action two, course of action three. It certainly sounds great that if we can do it in-house. But then what is the additional cost that that brings.

**Danny Davis:** And I think maybe that's a great idea. As I can I can put together a matrix and show these options with, you know, whether it's pro cons or as you say, what's the cost, what's the potential rate of return at this percent or that percent? You know, just to give a comparison so you can see what that looks like. And then also, if it's okay with Council, that I would ask Amy if she can come, if not the next meeting to the, you know, some meeting very soon and meet with us and talk through some more of the specifics. And she expressed shoos fully open to doing that.

It was on. I'm sorry, I'm losing my voice now. If it goes if it's so, it says with the town, there's certain things we can't donate to, like when the Episcopal Church came in and asked us to give money. And that's one thing when you think about if it goes to the other groups.

**Erik Scheps:** But you do direct where it goes.

**Bridge Littleton:** No, not if we keep it in the town. If we keep it as a budget line item, but mixed with our general fund dollars, we can't give it to a church.

**Erik Scheps:** This committee would be opposed to giving it to a church. [Inaudible]. Health Center Advisory Committee. [Inaudible] We don't do anything, it's an ecumenical operation.

**Bridge Littleton:** Okay.

**Howard Armfield:** Everybody. Not just.

**Erik Scheps:** Yeah. Doesn't matter how you do it, you should not give to a church.

**Bridge Littleton:** Okay. [Off mic]. It was a road repair thing. They wanted help with. Anyway, I think the other the other thing that complicates it, if we keep it in the town, right. If I die and I want to give a million dollars to the Health Center Advisory Fund, how do I give it to the town with that kind of restriction? How do you know?

**Danny Davis:** You could.

**Bridge Littleton:** I could, but I can't guarantee.

**Danny Davis:** We can find ways.

**Bridge Littleton:** It makes it very, very difficult. Whereas if we have it in some kind of dedicated thing whether its Community Foundation or whatever, we know that it will be protected the right way. So anyway. But you know what? Let's. Yeah, I think what we need. So, Danny, I think you're absolutely right. We need pros and cons of each option and an estimated cost of each option. Yeah.

**Darlene Kirk:** And we might want to get a little bit of a little bit more information about the actual gift, you know, to find out what it says that we can't, can't do. If it says anything, we can't do.

**Danny Davis:** The terminology and the deed all it says was charitable purposes. Doesn't even say and the town doesn't say around the town just says for charitable purposes. Now, you know, for good reason, the council's always taken the position it should be, if not within the town, very, very nearby.

**Bridge Littleton:** And we can limit that actually. We could put a tighter you know, if we give to the Community Foundation we could put the handcuffs on ourselves, that we only want to do it for the Middleburg Greater Middleburg community, which I actually would be all for.

**Erik Scheps:** Let Amy talk. But you don't have to limit yourself of where first set it up. It's when you each year, you will decide where the money goes. So you don't have to do anything ahead of time. You just pick organizations like you've been doing with recommendations from the advisory board. Advisory board advises and you all choose. That will still be what you'll do.

**Bridge Littleton:** Peter.

**Peter Leonard-Morgan:** If we keep it in the town, will we have the expertise to make it grow as fast as if it's in a professional?

**Danny Davis:** Right. And that is the one of the potential downsides of having it in our current control is it's limited essentially to how we're investing our other dollars. So we have the current Virginia investment pool, which is great. There could be other options out there that we working with our financial advisors that we work with, whether it's our current bank or other opportunities, if there are ways to protect the principal and abide by the code of Virginia requirements, but in ways that could see a slightly better increase. But again, it is not going to be at the level of if it were outside of our control, where those funds could be invested a little more aggressively.

**Bridge Littleton:** Safely, but aggressively. Yeah. Right. Exactly. Okay. So, Danny, do you guys have clarity on what you need to do next?

**Danny Davis:** Absolutely. And we'll we'll plan on coming to the meeting when Amy's available.

**Bridge Littleton:** Great. Howard. Erik, thank you guys very much. Really appreciate it. All right. Next item, New Town website. Hold on. [Multiple speakers] Well, I'm moving it around a little bit. No, I'm kidding. You're right. I missed that. Action Plans - Council's Strategic Initiatives. Mr. Davis.

**Danny Davis:** Thank you, Mayor and council members. I have put together an overview and an idea of your strategic initiatives.

**Bridge Littleton:** Let me stop him real quick. This is awesome. All right, go.

**Danny Davis:** OK. [Laughter].

**Bridge Littleton:** Now, Danny's like I'm going to go home.

**Danny Davis:** I don't even know what to say now. The idea behind this is if we want to help you achieve your strategic goals, then here we as a staff working with you need to understand what it takes to get there and to achieve these goals. So thanks to the hard work of the town staff, because, you know, most of these fall on staff other than me, we worked through developing what it looks like to help you achieve your goals. There are 12 of them listed out here. If you look at page, I think it's 39 on the agenda. The chart, that's the kind of colored Excel spreadsheet. You'll see all them all the initiatives listed out. I will give you a quick sidebar. There are two items at the bottom. The comp plan, town comp plan process, as well as one of our other strategic efforts, which is the digital archiving that came up at the last meeting and also internally. I don't have action plans for those two at this point. I'll get to that in a minute. But if you look at the rest of them, you'll see the next three years mapped out by quarter. And the idea here is in general to give a feeling of where we think staff time is going to be required, where other groups, whether it's a committee, whether it's an outside advisory board or group, and then where the town council's involvement it's gonna be. If you look at all of the burgundy red squares, you will see all the touch points that you have on these items. Part of the challenge or part of the the importance of this is that it helps you as a council understand where your decision points are going to be because that that's where time comes as well. Stepping away from the overview, I don't intend unless you wish me to. I don't intend to go through all 12 of these individually, but simply to say we tried to identify what are our target dates knowing that sometimes these dates may be fluid if it's dependent upon an advisory group, if it's dependent upon some outside resource. But our target dates and action steps, what our resource and budgetary needs are so that if there is something that we didn't anticipate dollar wise that we can prepare for that now. And also then what are those risk factors that may be out there that could influence the timeline of this. And then finally, does this does one project necessarily influence another. I'll finish this off by saying thanks to some insight from a couple of council members and Googling around a bit I did find an online tool called Click Up and have put a couple of these in with the dates as listed in the action plan. And it's a pretty great tool where you can create specific deadlines, tasks, sub tasks. You can show them all in a Gantt chart, you can show them on a calendar by project, by person, really, really powerful tool. And I intend once we kind of get through this discussion to take all these work with staff, integrate these all into the system, assign them to the various staff members, and that's a way for me for my own personal sake, but also for all of us working together just to make sure that we are staying on track. I think that's the goal there is for us to hold ourselves accountable, you to hold me accountable, and then also to make sure that you're able to use this to show the community here are the things we're doing. Here's where we are with it. Here's our next steps and here's what we've achieved and accomplished. So think is a great way to help us continue moving forward.

**Bridge Littleton:** The one thing I'll add that Danny politely didn't add was it's also ability the ability for us to hold ourselves accountable. And for us to know when they need us to help them and when we need to engage in what those checkpoints are. So Danny set me up with a I guess, a trial account. Yeah. It's a view only not able to screw up anything. [Off mic]. Yeah. Yeah. And so I've been through a little bit. It's it's a very powerful tool. I mean, it's a lot more power than I think we need yet, but it is a great capability. What's really great about it to us is as this stuff gets plugged in at any given time, we want to see where something what stage something is at, we can just log in and pull it up and look at it. We'll see it right there and we'll see who's doing what. So like, if you know, Kevin, if you're curious about National Night Out, you know, where's A.J. on getting whatever he needs to get out? You can go right there and it's there. And you don't have to call and bug him or, you know. We'll, I think the other good thing is we'll be able to self-serve information we want to know what's going on instead of having to bug them and have them run around all that stuff.

**Peter Leonard-Morgan:** What's the cost on this?

**Bridge Littleton:** About 350, 400 thousand dollars a year. [Laughter]. But the efficiency is great.

**Danny Davis:** I think it's for staff, it's it's 300 a year, 5 dollars a month per user and it's free for all of you because you'll be guests, you'll be view only. It's a very minimal investment for a great tool like this.

**Bridge Littleton:** Yeah. I mean, I really appreciate the fact that you guys started off with what does a framework look like, then found a tool that met your framework. So you guys have any questions for Danny, what they're doing? Any concerns?

**Peter Leonard-Morgan:** Does this come from Click Up or was this something separate? This is this a spreadsheet?

**Danny Davis:** This was just an Excel spreadsheet I borrowed from a past life. And it it works enough. It is static. I mean, that's the challenge is anytime you have something bump, you you had to manually change it all. Click Up has interdependencies and things like that. But this this this works right now is a good static review piece. And also on that note, I do think it's important beyond just your ability to go see where we are online for us to keep this at the forefront as a quarterly review item. In effect, I think end of March, end of June, end of September-ish you know, are generally good times to update council on a quarterly basis of how things are going, because again, it's not just for you, it's updating the public, being able to have this out in the open.

I say this is where we are with these projects. We're ahead, we're behind. We're on track. And I think that's a great thing.

**Bridge Littleton:** The only thing I'll say on this is just I mean, you guys on staff all know this, right? But the tools are only as good as the discipline and putting all the data, put the information and sticking up with it. That's the hard part, right? Garbage in, garbage out.

**Danny Davis:** So I'll be gone in the next two weeks putting this in the system. You won't see me.

**Bridge Littleton:** No. The staff will all be gone for the next two weeks, put it, you know. Now, day. This is great. I think you're really on the right track. Anybody have any questions for Danny? Yeah.

**Peter Leonard-Morgan:** So with Click Up, can you integrate it onto our website? Or is that not something you'd want to do?

**Danny Davis:** That's really an intriguing question. I know there's integration into Outlook and iCal and things like that for a calendar thing perspective. I don't know if they have like an API where you could throw in, you know, view. Probably not.

**Bridge Littleton:** I think the challenge is that you have to have a user account probably. The public doesn't have a public person. I don't know how you can have it logged in all the time. You know, maybe what we do is once a month do a snapshot and upload it and anybody can go download it, look at it.

**Danny Davis:** And it's a work in progress. If we get six months down the road and it's not serving our needs or there's another tool that is better and will continue to be open to that, I'd like to stick with something once we go with it based on statistics.

**Bridge Littleton:** No, you're not choosing a new tool six months down the road. Whatever you guys choose, make sure it's what you want because you're going to live with it. We're not going to have a go go a whole nother repopulation effort. Yeah. Yeah.

**Danny Davis:** Then I would say just simply on the individual action plans themselves, we are more than open to input revision. If you see something that doesn't make sense or you forgot this or forgot that you know.

**Bridge Littleton:** Let's do this, everyone those action items is owned also by a council member.

**Danny Davis:** That's correct.

**Bridge Littleton:** So why don't the staff person and the council member who own that action item sometime the next month just get together, you know, each one of us come in here for an hour, you know, over the next month, sit down with each which each staff member, whatever action plan they own together, go through it, make sure it makes sense. Make sure you're on board with it. Because, you know, as Danny said, it's an accountability tool we're all accountable too. So yeah, I said I would say each staff member reach out to the council member who is your compatriot in that action item and figure out a time to get together.

**Peter Leonard-Morgan:** So I just I know we don't want to go into the weeds here, but very quick question about the way finding and street signage. If by any chance. Council member has it doesn't want to do that. I'm happy to do it because there's a bit of Go Green. You know, we do. We're doing bits and pieces on that. I could go do it.

**Danny Davis:** Yeah, sure thing. [Off mic] On the wayfinding sign.

**Bridge Littleton:** Any other questions for Danny on this? It's great. Yeah. Thank you guys very much. OK. Next item is the website. Maybe we'll get to that now. Rhonda.

**Rhonda North:** So last week, Danny and I received our first look at Civic Plus's design concept. We shared that with Peter and Philip who are your council members on the review committee. It is still a concept level. Content is not yet included. We are generally very happy with what we've seen so far. Civic Plus, though, is aware that we're continuing to work on our branding and they are ready to apply that as soon as we can. But it does look nice. Big thing that's taking up my time as well as the rest of the staff's time is now the content. So we have identified some content. Each of the department heads have worked to to identify things that they think are needed. And we're trying to put as much of that on our existing website now as we can. So that that can be migrated over. So, kind of just real quick on the schedule on April the 25th. You all will see during a work session, you all will see Civic Plus's presentation of the design we have until going to see me the 24<sup>th</sup> that we actually have to approve. May the 24th, we actually have to approve the design concept so it can start moving forward with building the staff we have until May 17<sup>th</sup> to get as much as we can on our current Web site for migration, though, after that point they won't migrate anything else over, we'll be responsible for any changes that occur after the 17th. The idea is that we will do a soft launch on the last week in June with the with the formal launch on July the 1st. So right now we feel pretty confident that we can can meet that that deadline. But I do have I did put up an example of one of our new pages that we've created. On the current website, we actually did not have anything the past to tell folks what type of attractions we have in Middleburg. So we've created an attractions page for things like are wineries and vineyards, our museums. And I know I'm missing a picture from the Middleburg Museum. I'm trying to get one to plug in. Thank you. You know, our art galleries just our beautiful countryside. The farmer's market, our zip line, which is something, you know, outdoor folks are very interested in doing.

**Bridge Littleton:** Hey, Rhonda, let me ask you a question. So when that actually migrates over to the new look, feel it, you know form, fit, function. This is like a traditional old school website where you scroll through. Will it be migrated into that format of the panel? You know, the panel scroll through?

**Danny Davis:** And I don't believe so.

**Chris Bernard:** [Off mic].

**Bridge Littleton:** Well, I guess I'm asking, is it the template that that they're going to roll out with? Will it look like that? You know, like modern fresh website?

**Danny Davis:** Yeah, that's actually a good question. And that's something we'll talk with our project manager about. In my past experience within the individual pages themselves, don't have that same, you know, WordPress or panel, whatever it is, feel where it's section by section because they're built more like old school text boxes, if you will. However.

**Bridge Littleton:** The county's new website, it's got that whole element to it.

**Danny Davis:** Yeah, yeah, absolutely. But we'll ask him about that because that's a key piece. I mean, that would be perfect for something like this.

**Bridge Littleton:** Know like visit Middleburg website's like that. It's great. You know, just asking if it is.

**Danny Davis:** I know definitely for the home page it is. [Off mic].

**Peter Leonard-Morgan:** Sorry. And that's what we you know, when we were looking at all the different websites, that is one of the features. Civic Plus and even, you know, [Inaudible] where it was, you know, 21st century and not 20th century web look.

**Rhonda North:** Yeah, I mean, we're just trying to get some content on based upon what we have to work with. So just trying to give you some idea of, you know, some of the. [Off mic]. Yes. Yes. They'll migrate over up to 90 pages. And so we want them to do as much of that as possible. So we're trying to get as much in as possible. You know, even things like we've now added links. So if someone is on our website, they can click over to to any of the various attractions. Same thing with the shopping and dining page. We've updated those based on the business licenses as of March 1st. We've created links for all of those, added some photos and I need to get some more photos. DeeDee and I are going to get together next week. She's graciously volunteered to let us access her photos. But we threw a few that we received from Visit Loudon and some that we've had from our Middleburg Facebook page.

**Peter Leonard-Morgan:** And Rhonda, we got some from Lloyd Ferguson, for example, and we can give them credit and some way can't we? I think he's got a signature on his as well.

**Rhonda North:** I think I did use a few of his on the other page that I have. Yeah, the photographs here under the historic. Those are Mr. Ferguson's photos and I did give him credit.

**Bridge Littleton:** We were talking about this yesterday, Danny, with Michelle Thomas with Pastor Thomas. Gene Scheele in his book about the history of Middleburg, and I bet he's actually got the originals. He's got some really great old photographs and pictures of paintings, but he's also got those hand drawn maps. Have you ever seen those that he's done? They are amazing. They are amazing. And, you know, he may or may not and we can ask, but, you know, some of those would look really cool that tell the story. So do you have it? Do we have a copy of his book here? Middleburg in the Vicinity or. It's not the. It's the History of Middleburg in [Inaudible] and Upperville, whatever. [Inaudible]. You know which one I'm talking about Dee Dee? That Gray sort of looks like a textbook kind of with the golden boss seal on the front. [off mic] I've got a copy. I'll bring it.

**Dee Dee Hubbard:** I think about, too, is that Mount Defiance is having their opening. We need photography from that. [off mic]

**Bridge Littleton:** Yeah, I'll I'll bring you [Inaudible] book of their stuff. I mean, I'm sure he wouldn't mind. When he's not cranky he's nice. Any other questions for Rhonda?

**Peter Leonard-Morgan:** Are you having a support from the council members who are on different committees for their pages? Oh, I see.

**Rhonda North:** I was going to say, you know, we've had it started adding pages for the various committees. Go Green. We've done one that just has a general description of the committee. And then they have obviously a lot of events going on right now. But what we've done is, it used to be you could find a little piece here and a little piece there on Facebook. Now you can go to our website and find all of the things related to HEAL, all the application forms, everything. All in one location. Just given, you know, talking about the different programs that they have, battery recycling, the cigarette recycling, and at the end I list the committee members on each of the committee pages.

**Bridge Littleton:** So can you scroll back up real quick to the cleanup? Are these pages live active right now?

**Rhonda North:** Yes.

**Bridge Littleton:** So we have the cleanup on the 13<sup>th</sup>. April 13<sup>th</sup>. [off mic] I hadn't even heard about it.

**Peter Leonard-Morgan:** We're still trying to fix the HEAL Fair.

**Bridge Littleton:** Two weeks. Okay.

**Philip Miller:** I have a date on my calendar as the 13<sup>th</sup> at 8 a.m.

**Bridge Littleton:** Put a rain date on. [off mic]

**Peter Leonard-Morgan:** So many other things are happening. The 14th is I think is Easter day.

**Bridge Littleton:** No, the 21st is Easter day.

**Peter Leonard-Morgan:** And then there's the races. It's just we tried so hard to get a rain day. We just can't find one.

**Bridge Littleton:** Ok

**Peter Leonard-Morgan:** People are doing things.

**Rhonda North:** And, you know, for communities like the HDRC, we've got a couple of projects that they recently approved, like the Old Ox and the houses there on Reed Street and we got you know. So folks can come now to the web site and see what the different committees are doing.

**Bridge Littleton:** It's great

**Rhonda North:** If you have any ideas for things to go on. Please let us know.

**Bridge Littleton:** Anybody have any questions for. Sorry.

**Chris Bernard:** I was just saying, all that content that's a lot of work.

**Bridge Littleton:** Anybody have any questions for Rhonda? Have fun. And Rhonda I know I have got his book somewhere. I'll bring it like tomorrow maybe. Okay. Any other town council or committee liaison reports except for Go Green? Chris.

**Chris Bernard:** We had Middleburg Arts Council last week. Really big thing going on is Foxes on the Fences coming up starts kickoff parties on Sunday. Foxes are going up, I believe, tomorrow morning. So go check him out, make sure you send everyone to the web site. Thanks, that's really it for now.

**Bridge Littleton:** And what about the special Fox?

**Chris Bernard:** There is a town Fox. I'm in the process of painting a fox. I have a little bit of paint on my hand right now trying to get it in under the wire. But should be fun.

**Bridge Littleton:** I think it's such a cool idea. Was that Deb's idea? Yeah, she's amazing.

**Chris Bernard:** They made a ton of money last night.

**Bridge Littleton:** Oh, like it was. There was the one that was up there last time is the American flag one. I really wanted that one. [off mic] I know. You know, I was watching it. I was bidding on it and it went to \$500, \$600 like, OK, six and I'm done. And then it went for like eighteen hundred dollars. It was unbelievable. It was great.

**Chris Bernard:** I don't recall the last one. But they have the hounds this year as well. So

**Bridge Littleton:** Yeah they have the hound this year. [off mic] Yes. [off mic]

**Chris Bernard:** There's brochures all over town. It's all on Facebook. They've been posting ton.

**Bridge Littleton:** Oh it's in the middle of the paper. Dee Dee turn around and show it to the camera. [laughter] Any other town reports.

**Peter Leonard-Morgan:** On a serious note. This Saturday is the healthy eating and active living Fat fair and 5k. We'd love everyone to attend if you can and tell everyone you know to come along because we really want it to be well attended. It's gonna be a great event. We've got 28 vendors or exhibitors at the 5K the dog jog and a walk. So it's gonna be a great event. And then once that's finished, we can focus on the cleanup. [off mic]

**Chris Bernard:** Can people sign up day of when they show up or do they have to do it ahead of time?

**Peter Leonard-Morgan:** I think it closes the day before. [off mic] That is for the run. [multiple speakers] and the dog job. [off mic]

**Bridge Littleton:** Tell them to do it tonight. Anything else? So I just wanted to mention two things. I thought the planning commission meeting on Monday night, I know a lot of you were there. A lot of you were watching. Me texting on my phone, right? Yeah. Well, I you know, I was I thought it was amazing. I mean, that's, you know, for a planning commission meeting when I was on the planning commission, you know, you couldn't bring someone here by gunpoint. That was that was really great. And regardless of how people commented on it. Right. The fact that the community engaged that much. I mean, I think it was like 80 people, you know, came to that meeting. So that was phenomenal.

**Kevin J. Daly:** Give the devil his due. If it wasn't for Mr. [Inaudible], sending out that little card.

**Bridge Littleton:** That's true, you know. And, you know, I will say this, too, because a lot of people were getting in the hallway, were sort of not getting heated, but they were you know, it's not there's no bad. He's not a bad guy. He's just got the wrong plan for what we think the community should have right, so it's not an evil intent. But anyway, I thought it was and I thought everybody who spoke was very respectful.

**Cindy Pearson:** And the committee and staff did a wonderful job.

**Bridge Littleton:** You guys did a great job. Will, you did a great job. Yeah, you guys did a great job. And the planning commission, you know, very wisely voted. And then the second thing was we had the PEC town of Middleburg co-sponsored event at the Community Center last night about the comp plan. And, you know, it's very. I've done a couple of those. And all the ones I've been to, it's been, you know, 20 people, 30 people. The biggest one, I thought I went to was at Willowsford. Was it like almost 40? This was one hundred twenty last night. I mean, that was awesome. I mean that was really, really awesome. You're shrugging Philip. [off mic] I mean I'd say it was 100 people. I mean every seat was taken.

**Philip Miller:** It's a big room. Yeah.

**Bridge Littleton:** Yeah. Right. It was huge. But what was interesting was afterward, after everybody left. Chris Miller and [Inaudible] and Jane Covington said, I can't believe how many people turn out. Your community really

always comes out. She's like. It was amazing. I said, Yeah. You know, it's that's the great thing about Middleburg. So what's that? [off mic] Well, that's true, too.

**Philip Miller:** It's cause everything else in Middleburg is closed. [laughter]

**Bridge Littleton:** Yeah, at 6:30. [off mic] Right. Exactly. [Inaudible] was the best. I've only been living here about 80 years. [laughter]

**Peter Leonard-Morgan:** But I do think that the editor of the Middleburg Eccentric, you know, tested you guys a lot, which is very good.

**Bridge Littleton:** You mean Dan?

**Peter Leonard-Morgan:** Mr. Morrow.

**Bridge Littleton:** Yeah. He couldn't keep one and a half percent. Right. It was driving me crazy. [off mic] Please. Yes. Anybody have any other reports? Awesome. That will end other discussion, item's none. And it's on to the closed, closed session. [off mic] I mean, we can drag it out if you want.

**Philip Miller:** I move that council go into closed session as allowed under the Virginia Freedom of Information Act section 2.2-37 711 A 3 for the discussion or consideration of the acquisition of property or the disposition of publicly held property, where discussion in an open body when in an open meeting would adversely affect the bargaining position or negotiating strategy for the public body. I further move that these matters be limited to one the acquisition of property for a town administration building two the disposition of a town right of way, and three, the disposition of the Asbury Church. I further move that in addition to the Council of the following individuals be present during the close session. Danny Davis, Will Moore, Rhonda North and Jamie Gaucher. I further move that council thereafter reconvene an open session for action as appropriate.

**Darlene Kirk:** Second.

**Bridge Littleton:** All those in favor say aye.

**Everyone:** Aye.

**Bridge Littleton:** Opposed, abstention. We are in closed session. All right, I ask that 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 to 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. I would like to remind those present for the close session that any discussion that occurred within it should be treated as confidential.

**Chris Bernard:** Yes.

**Philip Miller:** Yes.

**Darlene Kirk:** Yes.

**Peter Leonard-Morgan:** Yes.

**Bridge Littleton:** Yes.

**Cindy Pearson:** Yes.

**Kevin J. Daly:** Yes.

**Bridge Littleton:** Perfect. Will, don't go anywhere. I have two questions for you before we close the meeting out, before I do that, though, does Chris have a motion?

**Chris Bernard:** I move that the town council adopt the letter of intent for the potential vacation of the South Pickering Street right of way.

**Kevin J. Daly:** Second.

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

**Everyone:** Aye.

**Bridge Littleton:** Opposed? Abstentions. OK. Two quick questions. The sidewalks.

**Will Moore:** Sidewalks. So their surveyor was out today having to put in new markers and points that were destroyed during plowing operations over it. And he will have an updated schedule as soon as he gets the cut sheets back from the survey.

**Bridge Littleton:** So we're still thinking I mean, just rough guesstimate, six weeks will be done. [Laughter].

**Will Moore:** [Inaudible] until he gives me his availability for a start date.

**Cindy Pearson:** Ain't gonna happen.

**Peter Leonard-Morgan:** I believe it'll be done in April, but I'm not sure which April.

**Cindy Pearson:** Yeah, same. [Off mic].

**Peter Leonard-Morgan:** Sorry, I'm just messing.

**Will Moore:** It will move as soon as they're on site.

**Philip Miller:** It'll be done sometime during my second term. [Laughter].

**Cindy Pearson:** And if you'd like me to attend the meeting, I'll be in somewhere else. Not where I live to have to listen to it every day.

**Bridge Littleton:** Ok, the second question was, I know we discussed it maybe a meeting or two ago, but the road the [inaudible]. Pinkney. Yes. Getting that done like we're gonna do that [inaudible] so that it can then be accepted into the VDOT system.

**Will Moore:** We had a meeting with J2 Engineers, one of our on call engineers and they are going to do some study for us on on that roadway. My gut feeling is it's not something that we would be able to complete probably during this calendar year because of there are so many unknowns right now with what the structure of that roadway is. They're going to have to do coring to see what the structure of the roadway is, surveying to see if there's even sufficient width for it to be accepted. I think [inaudible]. There's a lot of engineering study that's going to have to be done to tell us what it actually will take to bring it up to standards for acceptance.

**Danny Davis:** And there are some conversations with VDOT that have to take place to get an understanding of to what extent some of these, you know, pieces need to occur. Some of that relates to storm water. Some of that relates to, you know, width of the road and other things like that. So part of that conversation, if I recall, was hopefully

strongly encouraging and working with the VDOT that it doesn't need to be a massive project, but also making sure that we do it to the scope to they're satisfied. So they had some good ideas. They worked well with VDOT and they're going to work on our behalf, but it's it's more than just milling and paving it over and VDOT takes it. There's a fair amount of this survey and underlying work that has to take place as well. Now I think the one piece we can do is work with them on a little bit of understanding of what that timeline is. So you have J2 provide us what they think each of these steps may take, as well as understanding what that cost is. It's something we talked about one way of using excess funds at the end of this fiscal year, you know, as a capital project.

**Bridge Littleton:** Okay. Yes, and please, anybody input on this. So, I mean, it's 50 yards long. I can't believe it's gonna be a year or two years. You can't be you know, it is what it is. So then there are significant issues with that thing right now. It's the potholes, it's crumbling, the drain is completely filled and collapsed. If I mean, I again, I want total Council's input on this, but if we can't get it done this year, then we need to go fix all those things. If that means we're paying for it twice, we're paying for it twice. But it's creating drain problems. It's creating flooding problems, especially with all the rain we had. You know, snowing and plowing all that kind of stuff. So I totally get it if it's gonna take that long. [Off mic].. Yeah, exactly. I mean it's to the point now where it's literally falling apart.

**Danny Davis:** We can put an interim plan together to see [multiple speakers] Court anyway.

**Bridge Littleton:** Yeah.

**Danny Davis:** You know how we could do a quick just, you know, [inaudible].

**Bridge Littleton:** Well, especially fix that culvert. You know the drain under the entrance point. [Inaudible].

**Danny Davis:** Mr. Moore and I will talk about that.

**Bridge Littleton:** Take a look.

**Will Moore:** Absolutely.

**Bridge Littleton:** Okay. Thank you. Yeah.

**Peter Leonard-Morgan:** So on the subject of Chinn Court in case I get asked a question, which I may be. Is that something that's happening?

**Will Moore:** So I need to circle back with VDOT at this point. I do have a proposal from Superior Paving, which was the prime contractor doing the repaving operations here. That proposal came in at 33,000, whereas you would previously authorized expenditure up to 30. So Danny and I were going to talk do we want to reach out to any other any other firms? I think we have an advantage with using Superior in that VDOT already. Came up with a road section based on using this company that was already contracted to do the paving operations as a what we call a no plan operation. So what that means is there were no engineering plans for any of the repaving that went on around here. They came up with a road section that said we'll do full depth reconstruction. It will look like this in a section view. If we're doing mill and overlay, it looks like this, but there were no surveying of every street that was being repaved. I think VDOT would have a comfort level they did, while Superior was still on site doing their larger project of adding that in is a no plan. So in other words, we wouldn't have to go do surveying in advance of it [inaudible].

**Bridge Littleton:** OK.

**Will Moore:** So I think there's an advantage in trying to use Superior.

**Bridge Littleton:** Yeah. Kevin.

**Kevin J. Daly:** The big advantage, and I wish Kevin was here he'd second, is those additional plans cost additional money.

**Bridge Littleton:** Do we want to authorize these guys right now and have a motion to give them up to thirty five? Let's just get it done. You guys will waste three thousand dollars in staff time, wasted effort and replanning to go redo this. Everybody comfortable with that? [Off mic]. [Inaudible]. I think the motion is authorize staff to execute with Superior up to 35000 if need be for the Superior Paving contract for Chinn Court. [Off mic]. So does somebody wanna make that?

**Philip Miller:** I move that we authorized staff to spend up to 35000 on these superior paving contract for Chinn Court.

**Kevin J. Daly:** Second.

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

**Everyone:** Aye.

**Bridge Littleton:** Opposed? Abstentions? Okay. How do you like that?

**Kevin J. Daly:** Go forth and do great deeds. [Laughter].

**Philip Miller:** I wonder if Superior is gonna watch this and come with 35,000 sound good to you?

**Bridge Littleton:** 34,950. [Laughter]. All right. Does anybody have anything else before we adjourn?

**Peter Leonard-Morgan:** Quick question

**Bridge Littleton:** Rhonda.

**Rhonda North:** [Off mic].

**Bridge Littleton:** Awesome. Very cool. [Off mic]. Anything else? Yes, sir.

**Peter Leonard-Morgan:** So Talking about VDOT reminded me, Will, you know, when [inaudible] came up to us nine months ago, six months ago, after the rains, and I was in the, as I do, in the cemetery recently. [Off mic]. Don't ask. No I'm just kidding. So it still looks really bad down there. I just wondered if they were going to fix that or is it just?

**Will Moore:** So they've been in conversations. I was invited to one of the conversations and VDOT did not show for it, but they've had subsequent conversations. Vivian has reported back to me that they've had subsequent conversations and they are heartened that VDOT is, at least at this point, expressing willingness to do some improvements on their property, whereas their starting point was we put in the pipe to discharge it, that's where we stop. So there at least in discussions, but I'm not sure if there is a project set or anything scheduled at this point.

**Danny Davis:** I saw by the day we had three and a half inches of rain, this was was a week and a half ago and it was a raging river down that road there.

**Kevin J. Daly:** There are several grave sites in and along that area that will start getting exposed. I got some plastic skeletons we'll put out there. I don't think the photos would be well received by the publicity. [Off mic]. [Laughter].

**Bridge Littleton:** All right. Anybody have anything else? I mean, I don't like using that chit if we don't have to, but if it gets really bad.

**Peter Leonard-Morgan:** Yeah.

**Bridge Littleton:** Great. Meeting adjourned.

**Kevin J. Daly:** Well done.

**Bridge Littleton:** Great!