



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, January 9, 2020



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

STAFF: Danny Davis, Town Administrator
Martin Crim, Town Attorney
Rhonda S. North, MMC, Town Clerk
William M. Moore, Deputy Town Administrator
A.J. Panebianco, Chief of Police
Jamie Gaucher, Business & Economic Development Director

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, January 9, 2020 in the Town Hall Council Chambers located at 10 W. Marshall Street. Mayor Littleton led those attending in the Pledge of Allegiance to the flag.

Public Comment

Bundles Murdock, 609 Blue Ridge Avenue, thanked the Council for their recognition of Sam Coleman. She recognized Helen MacMahon for her efforts in creating a GoFundMe page for him.

Allen Strama, 10 Orange Drive, noted that he used to see Sam Coleman regularly and advised that he brought joy into his life. He thanked the members of Mr. Coleman’s family for sharing him with the Middleburg community.

Special Recognitions by Mayor & Council

Resolution in Memory – Sam Coleman

Mayor Littleton read the resolution aloud.

Councilmember Pearson expressed sorrow that she had not known Mr. Coleman better and opined that he had a great family. She thanked them for sharing him with Middleburg.

Councilmember Leonard-Morgan noted that Mr. Coleman was one of the first persons he met when he moved to Middleburg. He advised that following their first encounter, he remarked to his wife about what a wonderful man Mr. Coleman was and about his wonderful smile. Mr. Leonard-Morgan acknowledged that there was much love in the community for him and thanked his family for sharing him.

Vice Mayor Kirk noted how sweet and personable Mr. Coleman was and advised his family that he knew and was a part of the Middleburg community. She noted that he would be missed.

Mayor Littleton agreed with the passage in the resolution about Mr. Coleman’s infectious smile. He opined that he touched more lives in a positive way than any other person in the community and suggested he was someone to be emulated. Mr. Littleton acknowledged that he would be deeply missed. He thanked the members of Mr. Coleman’s family for sharing him with the community and advised them that Middleburg was their home too. Mr. Littleton invited them to take part in anything the community did.

Councilmember Daly moved, seconded by Vice Mayor Kirk, that Council adopt a Resolution in Memory of Sam Coleman, recognizing him and expressing the Council’s sincere appreciation for his invaluable services to the Town of Middleburg and to the greater Middleburg community from 1994 through 2019.

Mayor Littleton presented a signed copy of the resolution to Cassandra Coleman, Sam Coleman’s wife; his son, Sam Jr.; and, his daughter, Mariah.

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

Mayor Littleton called for a two-minute recess, following which he called the meeting back to order.

Resolution of Appreciation – Christmas in Middleburg

Mayor Littleton read the resolution aloud. He thanked Jim Herbert, the Organizer, and the many volunteers for putting on what he believed was the most perfect event the town had ever had. Mr. Littleton presented a signed copy of the resolution to Mr. Herbert.

Councilmember Daly moved, seconded by Councilmember Leonard-Morgan, that Council adopt a Resolution of Appreciation for the volunteers, sponsors and donors associated with the 2019 Christmas in Middleburg event.

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

Staff Reports

In response to a comment by the Council regarding the recent theft of water by a water truck, **Stuart Will, of IES**, noted that this solved the mysteries associated with brown water that the Town experienced from time to time. He reported that Well L was back on line and that the Stonewall Avenue water tower was at 100% capacity. Mr. Will further reported that the line flushing, which had been delayed, was underway and should be completed this week. He advised that he intended to return to work to bring Well 4 back on line next week.

Town Clerk North reported that after receiving comments from the attorneys and staff from the towns, the latest draft of the RFP for Regional Solid Waste Collection was under review by the committee. She expressed hope that following one final review meeting, the RFP would be issued.

Town Clerk North reported that Scanning America completed the digitization of the Town's paper records and delivered a briefcase containing the data to MCCI for incorporation in the Town's new document management system. She reported that due to the records destruction that was performed prior to the scanning, the cost for the records digitization was \$8,000 less than the estimate. Ms. North advised that once complete, the next steps would be to integrate the Town's electronic records into the system and to schedule training on it.

Business & Economic Development Director Gaucher reported that the staff received the baseline economic analysis that was a component of the development of a long-term economic development plan for the Town. He noted that one of the takeaways from the analysis was that less than five percent (5%) of the Town's residents lived and worked in Middleburg.

Business & Economic Development Director Gaucher reported that he was working with Councilmember Leonard-Morgan, in his realtor capacity, on a potential project for the former Southern States building.

Business & Economic Development Director Gaucher reported that Loudoun County's Workforce Development Specialist, who was a member of their economic development team, would be in Middleburg next week to help develop a program to address workforce development issues.

In response to an inquiry from the Mayor, Business & Economic Development Director Gaucher reported that Visit Loudoun was scheduled to appear annually before the Council to give a report on their activities in Middleburg and that they were providing quarterly written reports per their Memorandum of Agreement. He advised that the next quarterly report would be delivered before the end of the month. Mr. Gaucher confirmed that Visit Loudoun was delivering the deliverables required under the MOA as per the schedule.

Town Administrator Davis reminded Council that the Town was half way through the fiscal year. He reported that revenues were strong and opined that the Town could end the fiscal year with higher revenues than projected. Mr. Davis reminded Council that the budget projections for the meals and lodging taxes were more aggressive in this year's budget and opined that those revenues should be on track or even slightly higher than budgeted. He advised Council that the local retailers reported that December was a positive month for them. Mr. Davis reported that there were no unexpected expenditures thus far.

Town Administrator Davis reminded Council that Loudoun County would begin collecting business personal property taxes and vehicle license taxes for Middleburg this year, with the first bills going out in May.

Town Administrator Davis reported that he reviewed the resumes submitted to Baker Tilly for the Town Treasurer position. He advised that Baker Tilly was reaching out to those individuals who were selected to advance to the questionnaire phase of the recruitment process.

In response to an inquiry from the Council, Town Administrator Davis explained that the line item in the General Fund that seemed high was due to the charitable contributions the Council approved, which were higher than the budgeted amount. He noted that funds have since been transferred from the contingency reserve to cover them.

Deputy Town Administrator Moore reported that the construction plans for the forty-nine residential lots at the Residences at Salamander were resubmitted and were currently under review by the various review agencies. He opined that the revised plans were an improvement over the original submission.

Deputy Town Administrator Moore noted that he had received inquiries related to the status of the proposed Banberry Cross Reserve Project and advised that while he had not yet received a new application, he anticipated one would be submitted soon.

Police Chief Panebianco reminded Council that his monthly report included a year-end review for 2019. He reported that the Police Department conducted 854 foot patrols, 454 residential walk-throughs and over 2,700 business checks and opined that they helped to deter crime in Middleburg. Chief Panebianco further reported that the officers had over 11,700 contacts with residents and businesses for the year.

Chief Panebianco noted that this was Law Enforcement Appreciation Day and expressed his appreciation to the members of his staff.

In response to an expression of appreciation by the Council, Chief Panebianco confirmed that Officer Gray recently administered Narcan, which saved the life of an individual. He noted that the call was for someone who fell; however, once he arrived on the scene, Officer Gray determined it was actually an overdose.

Mayor Littleton expressed his appreciation for the phenomenal work by the members of the Police Department, including Chief Panebianco.

In response to an inquiry from the Council, Town Administrator Davis reported that he reached out to the Town's auditors, Mitchell & Company, to determine whether they could assist with the filing of the paperwork necessary to create a 501(C)(3) organization to administer the Health Center Funds. He opined that they would likely assist with that endeavor. In response to a request from the Council, Mr. Davis committed to having the organization formed and ready to operate by April 1st.

Monthly Project Status Report

Town Administrator Davis reported that the Town contracted with Tilton Enterprises, who performed some work on the drainage system at Orange/Pinkney Streets, which the staff hoped would address the run-off issues. He noted the culvert located in this area and advised that it was not crushed as it was intended to be oval. Mr. Davis reported that the Town Engineer met with representatives from the Virginia Department of Transportation (VDOT) to discuss the requirements to bring Pinkney Street into VDOT's road maintenance system and opined that they would not be as onerous as originally thought. He advised that the Deputy Town Administrator was meeting with VDOT to gather more information.

Town Administrator Davis reported that with regard to the paving of Chinn Court, the Town was not able to ride a State contract. He advised that the staff was now hoping to do the paving in conjunction with the improvements to Pinkney Street or some other project.

Town Administrator Davis reminded Council that the Town's entrance/welcome sign on the western end of town was removed as it was in bad condition. He reported that the staff did not intent to replace it at this time as it was likely to be replaced as a part of the wayfinding project.

Town Administrator Davis reported that the staff was not happy with the proposal provided by the original consulting firm to update the draft plans related to the wayfinding project and reached out to a new firm, that was supposed to be one of the leading firms in Virginia, for a proposal. He expressed hope to complete this project as quickly as possible.

Town Administrator Davis reported that with regard to the proposed parking lot project, it had been challenging to communicate with the property owner; however, this was still under discussion.

Town Administrator Davis noted that the Town Clerk already provided an update on the Records Digitization Project. He opined that the Town's records would be well organized and searchable once the project was complete.

Town Administrator Davis reported that the construction of an electric vehicle charging station remained on hold as the company was continuing to work on issues, in particular a challenge in California where it was located. He expressed hope to connect back with the company in February. Mr. Davis noted, however, that the Go Green Committee was discussing alternative providers. In response to an inquiry from Council, Mr. Davis reminded the members that the initial discussions revolved around installing two charging stations in the Liberty Street Parking Lot due to the easy access to power.

Town Administrator Davis reported that the staff looked at the Town's needs with regard to a maintenance building. He reminded Council that the Town's current facility contained two bays and opined that two more of the same size, as well as some outdoor storage space, were needed. Mr. Davis reported that this could be accomplished by adding to the existing Town Shop located on Madison Street or through the construction of a new facility at another location. He reminded Council that the current facility did not contain workable space for the Facilities & Maintenance Supervisor, nor did it have access to water and sewer, which could be difficult to accomplish. Mr. Davis further reminded Council that the Comprehensive Plan envisioned Federal Street as an opportunity for redevelopment in the town and noted that they had discussed how the redevelopment of the Town Shop property could help spur that redevelopment. He reported that from an operational standpoint the staff preferred the existing Town Shop location. Mr. Davis suggested the adjacent property could potentially be available for future expansion of the Town's facility.

Town Administrator Davis reiterated the Council's desire to sell the Town Shop property and advised that if this was the case, the staff could pursue the construction of a maintenance building at the wastewater treatment plant site. He advised that the staff secured an environmental study of this site. Mr. Davis noted the need to do a site work analysis and to ensure that appropriate access was available. He suggested the wastewater treatment plant site may be more complicated to use than was initially envisioned and may not be more cost effective than the Town Shop property. Mr. Davis questioned the Council's preference for a location.

The Council held consideration discussion regarding the proposed location. They expressed concern about the message that would be sent to developers regarding the Town's seriousness about the redevelopment of Federal Street if the facility was constructed on the Town Shop property. The Council noted that if it was constructed there, it would have to be constructed again in the future on the wastewater treatment plant property when the Madison Street property was sold. They questioned the wisdom and cost of doing so. The Council acknowledged the convenience of having the building on Madison Street, particularly during special events; however, they noted that the wastewater treatment plant property was not that far away.

Town Administrator Davis advised Council that the staff would continue to flush out the details of constructing the facility on the wastewater treatment plant property. He noted that they would work with J2 Engineering on a site plan and would return to the Council with the details, including cost, associated with this site.

Consent Agenda

(a) Approval of Meeting Minutes – December 20, 2019 Special Council Meeting

Councilmember Miller moved, seconded by Councilmember Daly, that Council approve the consent agenda as proposed.

Councilmember Jacobs noted the need to amend the minutes to reflect that the meeting occurred during the “A.M.”. *Councilmembers Miller and Daly accepted the friendly amendment to the motion to approve the minutes as amended.*

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

No – N/A

Abstain: N/A

Absent: N/A

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

Discussion Items

Strategic Initiative Review

Town Administrator Davis noted that he would provide an overview of the status of each strategic initiative.

Branding – Town Administrator Davis reported that this would be complete within the next month.

Economic Development Strategic Plan – Town Administrator Davis opined that this would be easily completed in June, if not sooner.

New Town Event – Town Administrator Davis noted that this item was complete with the Oktoberfest event; however, he reminded Council that the Cultural & Community Events Committee was in the process of developing another new event. He opined that this would be an ongoing item.

Land Use Planning with the County – Town Administrator Davis opined that this would be a continuing dialogue with the County. He noted Eric Combs’ appointment to the County’s Planning Commission.

Town Administration Building Project – Town Administrator Davis reminded Council that they were continuing their dialogue with a property owner regarding land acquisition for the new building.

Parking Strategy for Commercial Districts – Town Administrator Davis noted that the Town was continuing to work with a land owner regarding land acquisition.

Wayfinding – Town Administrator Davis noted that he provided a report earlier in the meeting on this item.

New Town Website – Town Administrator Davis reported that the new website was complete and was now in maintenance mode. He reminded Council that he was able to add videos to the homepage, which increased the vibrancy of the site. In response to an inquiry from the Council, Mr. Davis advised that the website was a great way to get alerts out to the public.

Town Clerk North noted that at her request, CivicPlus recently completed an ADA audit of the website. She reported that only a few minor issues were identified, which she was working to correct.

Budget Options – Town Administrator Davis reported that the Strategic Finance Committee offered their input into the budget and noted that this was something that would never end. He advised that the new budget schedule allowed for more input from the Council and public.

Updated CIP – Town Administrator Davis advised that his biggest goal for this year was to move CIP projects into a separate budget so they were no longer comingled with the operating budget.

Good Governance – Town Administrator Davis reported that the only outstanding issue was the development of a citizen’s academy, which the Town Clerk was working on. He expressed hope to make this a reality this year.

Middleburg Community Charter School – Town Administrator Davis opined that the Town was a strong partner with the Charter School.

Town Administrator Davis advised that in addition to the Council’s Strategic Initiatives, he had his own list of projects that he wanted to complete. He reported that they included the update to the Comprehensive Plan, which was now adopted, and the Records Digitization Project, which would soon be complete.

Town Administrator Davis noted that the Council also identified projects during their strategic initiatives’ discussions that were not adopted as initiatives; however, they were noted by the staff. He advised that the staff was developing information sheets on issues as they arose. Mr. Davis further advised that the Business & Economic Development Director was working on a welcome packet for new businesses.

Town Administrator Davis expressed appreciation to the Council for identifying their strategic initiatives and providing funding to achieve them. He noted that this gave the staff direction. Mr. Davis advised that the Council was now at the point where it could replace some of the items and noted that this would be discussed during their upcoming retreat.

Mayor Littleton noted that some items were complete but would live on, such as the new Town events; and, some would require maintenance, such as the website. He suggested the members think about the list, including what the Town should focus on next, what it wanted to remove from the list and what it wanted to leave on. Mr. Littleton noted that he could not think of any new items at this time.

Councilmember Miller suggested the implementation of the branding and wayfinding recommendations be added to the list.

After some discussion, the Council agreed to hold their retreat on January 24th-25th. It was noted that the discussion on Friday evening would only require the attendance of the Town Administrator and Town Clerk; however, the entire staff should be present for the Saturday session.

Mayor Littleton asked that the documents generated during the last session be sent to Council for their review.

Closed Session – Property Acquisition

Councilmember Leonard-Morgan moved, seconded by Vice Mayor Kirk, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for the discussion or consideration of the acquisition of property for a Town Administration Building and for a Maintenance Shed as allowed under Subsection (A)(3). Councilmember Leonard-Morgan 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, Jacobs, Leonard-Morgan, Miller and Pearson
No – N/A
Abstain: N/A
Absent: N/A
(Mayor Littleton only votes in the case of a tie)

Mayor Littleton asked that Council certify that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the closed meeting, which the members so did. He reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

There being no further business, Mayor Littleton declared the meeting adjourned at 7:47 p.m.

APPROVED:

Trowbridge M. Littleton, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk

January 9, 2020 Middleburg Town Council Meeting

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

Bridge Littleton: All right. We will call the January first aid meeting to order first item is Pledge of Allegiance.

All: [Pledge of Allegiance]

Bridge Littleton: Okay. The next item is the roll call.

Chris Bernard: Chris Bernard.

Bud Jacobs: Bud Jacobs.

Philip Miller: Philip Miller.

Darlene Kirk: Darlene Kirk.

Bridge Littleton: Bridge Littleton.

Peter Leonard-Morgan: Peter Leonard Morgan.

Cindy Pearson: Cindy Pearson.

Kevin Daly: John Kevin Daly.

Rhonda North: Ronda North, Town Clerk.

Martin Crim: Martin Crim, Town Attorney.

Danny Davis: Danny Davis, Town Administrator. OK.

Bridge Littleton: Next item is the public comment. Is there anybody here for the public who would like to speak? [Off mic]. Just hold on. Who would like to speak to the council? Please come forward. Have a seat. State your name. No, your address. You live in Middleburg. What's your address?

Bundles Murdock: Bundles Murdock. 6 0 9 Blue Ridge Avenue, Middleburg, Virginia. So thank you, Mr. Mayor, and members of the town council for doing this appreciation or this recognition of Sam Coleman. I'm so happy that his family is here. I hope I can get through this. It speaks highly of you all and the county and the town. And they say it takes a village, but it wouldn't be a village without Helen McMann. And we owe a huge thanks to her because of that GoFundMe page. But I cannot see a FedEx truck without seeing Sam. And I don't know how many years that's gonna take. But anyway, thank you so much for doing it. Don't want to go on some other people want to say something. Thank you all. And I appreciate what you're doing.

Bridge Littleton: Would anybody else like to speak or address the council?

Allen Strama: Allen Strama. 10 Orange Drive. Thank you all for what you do, appreciate it. It's my pleasure to live here. And I used to see Sam on a regular basis, you know, pretty much every day because I'm retired luckily. And he always brought tremendous joy into my life. And then once I was I was gifted to be able to go to his service, which

was which was really uplifting and really phenomenal. And really never experienced this before with the death of anyone that I've ever known. But. It's really been amazing since the funeral. How many times Sam has kind of visit me, not, you know, like, you know. Hi, Sam, how are you doing? But just like, just come in. Just make kind of made his presence known almost and where it started was almost the night after the funeral. I think it was a windy night. And I think the moon was full, it really beautiful. And I was outside. And there were these chimes that were that were off in the distance, you know, wind chimes. And they were they were almost playing a melody. And it was like, wow, that's that's Sam. That's Sam singing to the town, you know? And I just said to myself, well, that's beautiful. And so many times since then. And it's never been, I'm telling you, this is a phenomenon that's never happened to me before. I mean, it's not a major phenomenon, but I've never been visited by someone in my life like I've been visited by Sam ever since his passing. And I just want, I just wanted to relate that because it's, you know, because Sam was such a spiritual person. And I really feel like is his spirit is is really taken over Middleburg. And it's I'm really grateful for it. It's a wonderful, wonderful thing for to happen and meeting in his family. I just it just strengthened my belief that good people are surrounded by good people. And I just want to thank you very much for everything that you've given us and thank you for giving us Sam.

Bridge Littleton: Any other member of the committee like to speak? OK We will close the public comment session. We do not have any public hearing. Items. We'll move into special recognition. And the first item here is a resolution in the memory of Sam Coleman. So what I'd like to do first is read the resolution and then if any member of council would like to say something and then we'll adopt it and then, of course, do a couple of photos and all that good stuff. So let me start here. So resolution in memory, Samuel L. Sam Coleman, whereas Sam Coleman began his service as Middleburg's Fed-Ex man in 1994, a route he continued to run until he was no longer able to do so in 2019. And whereas Sam, the Fed-Ex man, as he was affectionately called in Middleburg, was known to virtually every person who lived or worked in the community as you could not be helped but be drawn to him due to his infectious smile and friendly, outgoing personality. And whereas, Sam, when you were out on the street and heard a horn without looking, you knew it was Sam calling your attention so he could smile and wave at you as you passed by. And whereas despite working long hours, Sam never seemed too busy to take the time to talk to his customers who are more like friends as he delivered their packages. And whereas, as Len Shapiro recently indicated in his article in the Middleburg Eccentric, those in the community recognized Sam as a "remarkable human being who touched so many lives around these parts for many years". And whereas due to a devastating disease, Sam left us far too soon on December 7th, 2019, at the young age of 64. And whereas the mayor and town council deem it appropriate to recognize Sam for his exceptional service to the town and the greater Middleburg community for the last 25 years. Now, therefore, it be resolved that the mayor and members of the town council of the town of Middleburg, hereby recognize Sam Coleman and express our sincere appreciation for his invaluable services to the town of Middleburg and the greater Middleburg community from 1994 to 2019. So before we pass it, would anybody like to say anything?

Cindy Pearson: I had the pleasure of attending the service. And it was I wish we had gotten to know Sam even better. I did not know he sang like that. I didn't know he had such a great family. And I didn't know that you had all those fish fries. Really would have been there for that. I want to thank you all very much for sharing Sam with us. And during the service, it was said that he was a quiet man at home. And I said to a couple of the sons that that's because he talked to us too much. And by the time he got home, he was exhausted. He had had it. He probably needed a quiet spot in his life. I think what we should do is have Fed-Ex put Sam's face on the trucks. Kind of like that plumbing truck that you see around that Thomas [Inaudible] or whatever it is that would make people smile for years to come. But we'll always see him regardless. So I just want to thank you again for sharing Sam with us all these years.

Bridge Littleton: Cindy, I'm going to recommend that UPS put his face there too.

Peter Leonard-Morgan: My wife and I moved to Middleburg in 2013 and one of the first people we met, we had a delivery at our house was Sam and I. We were going back into our house and saying I just had had the most amazing experience with the most wonderful man and this wonderful smile. And that just carried on until, you know, end of last year. So your loss is very great. But there's so much love for Sam. And I know you feel that. So it's not many people can can say that. Thank you so much.

Darlene Kirk: I was just going to say he really was a wonderful person. Just always so sweet and a personable. Always. He knew you would say something and he would remember it next time, you know, so he'd bring it back up to you or something. But I was a Salamander working and they called up there and they wanted to know the address to deliver something. FedEx. And I just told them, give it to Sam. He knows where we are and he can find us, no matter what. I think everybody felt that way about him. He just was a part of our heart and our community, and we really miss him.

Bridge Littleton: So the only thing I would say is I one of the words in here was infectious smile, you know, and it really, truly was amazing. You know, the mark someone leaves on this earth when they leave is not a building they built or, you know, money or or success. It's how many lives you touch in a positive way. And what's amazing about Sam is I can't think of anybody in this community who touched more lives in a positive way. Sam is somebody we all should aspire to be. I mean, he is the type of person that you that makes you want to be better than you are. And I know we will all deeply miss him, as I know you all will. Even more so. And Cindy is exactly right. You know, thank you all so much for sharing so much of his greatness with us as a community. And Middleburg is your home, too. So, you know, please, you know, come and be a part of anything we do here anytime. So thank you guys very much. So we now have to pass the resolution. So would somebody like to make a motion?

Kevin Daly: I would.

Bridge Littleton: Kevin.

Kevin Daly: I move that council adopt a resolution in memory of Mr. Sam Coleman, recognizing him and expressing the council's sincere appreciation for his invaluable services to the town of Middleburg and to the greater Middleburg community from 1994 through 2019.

Darlene Kirk: Second.

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

All: Aye.

Bridge Littleton: Opposed? Abstention? It carries. Thank you very much. I think what we want to real quickly is if you guys would like to come up and if everybody wants to get up in front of the dais as we give this, that'd be great.

Bridge Littleton: So we've got one more resolution of appreciation and then we'll take a quick two minute break and then go on with the really exciting stuff of staff reports. So the next item on the agenda is resolution appreciation of Christmas in Middleburg. So let me read the resolution first and then, Jim, if you don't mind, as the representative extraordinaire of Christmas in Middleburg. OK Whereas since 1979, Christmas in Middleburg has been held on the first Saturday in December. And whereas Christmas in Middleburg features performance and events throughout the town, including a Hunt Parade Christmas parade craft show at the community center, breakfast with Santa and Silent Auction, Emmanuel Episcopal churches Piedmont Singers and much, much more. And whereas this event is enjoyed by thousands of people, including residents and visitors, providing many benefits to the community. And whereas such an event takes hundreds of volunteer man hours, I'd probably say thousands as well as financial support from the community. Now, therefore, be it resolved by the mayor and town council of the town of Middleburg, that that the town of Middleburg extend its sincere appreciation to Jim Herbert, chairman and the members, the Christmas in Middleburg Committee, as well as the many volunteers who offer their time for the benefit of the community. Be it further resolved that the council offers its appreciation to the members of Loudoun County Sheriff's Department, the Virginia State Police and the town staff for their support. Be it further resolved that the council offers its appreciation to the vendors who provided equipment for the event and to the many sponsors and advertisers without whom the event would not be possible. So, Jim, as always, you know, hero's work. Thank you. And all the volunteers and all the hard workers who pulled off yet another fantastic Christmas in Middleburg. I would say this

was probably one of the most perfect ones we've had, so we expect much better next year. So is there a resolution or excuse me a motion?

Kevin Daly: I move that council adopt a resolution of appreciation for the volunteers, sponsors and donors associated with the 2019 Christmas and Middleburg event.

Peter Leonard-Morgan: Second.

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

All: Aye.

Bridge Littleton: Opposed? Abstention? Great. Jim, thank you very much. So we'll take a quick two minute break. So, again, we're just gonna move on with regular business. If anybody you know feel free to leave or or head out for dinner, whatever you need to do. [Off mic]. Yeah, right. Yeah. Except for staff and council. All right. Staff reports. Stuart. Now, Stuart, I heard something really interesting that day. I heard that people think water's free.

Stuart Will: And they're right tenacious about their belief in that.

Bridge Littleton: So I just need to get a water truck and I can take as much as I want. Thank you. Okay. Good.

Stuart Will: That kind of in a way solves a lot of these mysteries where, you know, somebody over in Ridgeview will just randomly call and say, hey, I've got brown looking water and I go over and look around and yeah their water's certainly brown. But what? What? Why? Don't know. Maybe it's, you know, somebody taking some of our free water. Yeah, right. So. Well L back on line running. Stonewall is at 100 percent capacity. We are doing line flushes. I think again tonight. And that should wrap up line flushing. So we should in the next week or two, be able to get back to work over on well 4. So.

Bridge Littleton: Anybody have any other questions for Stuart? Thank you, sir.

Stuart Will: Very good. Have a good evening.

Bridge Littleton: Okay, Rhonda.

Rhonda North: Thank you, Mr. Mayor. So the attorneys for the different communities participating in the regional RFP for solid waste collection all gave me their comments. And I've assembled those into the draft RFP. It's been disseminated one more time for the different jurisdictions to take a look at. We're gonna try to hold a meeting. I was gonna try to hold it next week, but we're having some difficulty finding a day when I can get everyone together. So it may end up going to the the week of the 20th. But we are, I think, getting very close now to being able to to issue that RFP. At Martin's suggestion, we have drafted a resolution authorizing participation in the town consortium that we're going to ask each of the towns to adopt. So that will be coming to you all during your January 23rd meeting. On the electronic digitization, Scanning America has completed the scanning of our paper files that we had to date. I am happy to report that because of the document shredding that we did, the cost came in about eight thousand dollars less than we had originally estimated. So the briefcase containing those documents has now been sent to MCCI. And they're in the process of integrating them into our new system. So after that, the next step will be to integrate our P drive into it, and then the staff will start training. And we'll be working in that system. So got a little progress going. [Off mic]. Yeah, the ceiling had a big sigh of relief.

Bridge Littleton: Anyone have any questions for Rhonda? All right. Jamie.

Jamie Gaucher: Thank you, Mr. Mayor. One of the things that I wanted to highlight this evening. That's on my report is that we've recently received the baseline economic analysis, a draft of the report from the consultant that's helping us with the long term economic development strategies. And one of the initial takeaways that I think makes

our local economy interesting, I'm not sure if it's unique. That's a strong word. But very few people actually live and work in town, something under 5 percent, which which is noteworthy as we're trying to build a local economy. Two other things that I want to mention that are not on my report. I'm working with Council Member Leonard-Morgan. I want to say thank you. We're working on a potential new project for the Southern States building. And next week, I have the member of the county economic development team. Their workforce development specialist is going to be here in town for the very first time. I have had some input from local businesses that are experiencing some workforce development issues. So she's going to be here for the first time and we're going to try to put together a program to catch or to address workforce development issues here in Middleburg. Outside of that, I'd be happy to answer any questions at this time.

Bridge Littleton: Any questions for Jamie? Where are we on Visit Loudoun?

Jamie Gaucher: With regard to?

Bridge Littleton: Our MOA and paying them and they're supposed to come in here on a quarterly basis.

Jamie Gaucher: On an annual basis, according to the newest memorandum of agreement, they say they supply us with quarterly reports. Around the data and I'm expecting to get the next quarterly report for the last quarter of last year, probably before the end of the month. The woman who is responsible for producing those reports was recently married and she was out of town on her honeymoon. But I should have that report, if not next week, certainly before the next council meeting.

Bridge Littleton: OK And all the things we have in our MOU with them, that they are to deliver on those schedules, they're delivering on schedule.

Jamie Gaucher: They are to this point in time.

Bridge Littleton: OK Thank you. All right. Next. Finance report.

Danny Davis: Thank you, Mr. Mayor and council members, we've provided to you an update and a monthly report on the finances of the town through December of 2019, so we are halfway through the fiscal year. As noted in the report, things are going very well. Revenues are strong, probably ticking a little bit higher than projected, which is always a good sign. As I noted in the in the memo as well, if you recall, and specifically on meals tax and occupancy tax, we took it a little bit more aggressive approach in our projections and budgeted amounts. And I think even with those aggressive projections we'll still come out right on on track or maybe even slightly above it, just based on where things currently stand. So receipts for both of those have been very strong. I will say anecdotally and this is not anything I have numbers I can specifically state and we'll get meals tax by January 20th for the month of December. But I will say almost to a T, retailers that I spoke to about December said was a very, very good and positive month it was. There was good weather. There were a lot of people around. Of course, the parade was very good. Someone mentioned to me that with Christmas and New Year's being in the middle of the week, it almost created just a constant flow of a huge full weekend. And it was like three weekends in a row, pre-Christmas between the two. And after New Year's. And so to me, that's that's great news. Glad to hear the positive response in that way. [Off mic]. Yeah. In terms of revenues, we're on track with our revenues. No unexpected expenditures or things that would be out of the ordinary. As a reminder, the county will begin collecting personal property for the town this calendar year. That means the businesses business personal property that paid their personal property tax in December will have a bill coming to them from the county in May because the county does half year collections. In addition, the vehicle license fee for owning a vehicle that is cited within the town of Middleburg will be assessed or sent to all vehicle owners in May as well. At the same time frame. So just as a reminder, those will now be coming from the county. Payments will go to the county and then be remitted back to us in terms of any other specific line items. I'm happy to answer any questions, if there are any about the report or anything else that you might have. Oh, and on the Treasurer side, we have done a first round review of resumes received by Baker Tilly, and we'll be they will be reaching out to those candidates tomorrow for filling out questionnaires and additional information so we can keep moving forward in that process.

Bridge Littleton: Any questions on finances? Yes, ma'am.

Cindy Pearson: Just a general. The general fund, expenses-wise, the maintenance and supplies are already that high.

Danny Davis: I've looked that up and I am going to confess. I'll have to look it up in a minute. I'll let you know. [Off mic]. I'll let you know in a minute. I think it was a I think it was a transfer of funds in. Oh this is what it was. It was the way the coding works in this report is not perfect. Those are actually the charitable contributions that the town gave which was ninety thousand dollars, essentially. And so, yes, the funds were able to be moved over from contingency, but it's definitely higher than what that budgeted amount was.

Cindy Pearson: Thank you.

Bridge Littleton: Any other questions for Danny? OK. Will.

Will Moore: Thank you, Mr. Mayor, members of Council. Just two things from my report to highlight. On the second page. Firstly, construction plans, the subdivision construction plans for the residences at Salamander. These are the forty nine residential lots. It will be in the R1 and R3 districts. It has been quite some time since we've seen since we saw the first iteration of those plans that they have now been resubmitted. So those are going out for agency reviews. In particular, a very detailed review by our talent consulting engineer and our planning commission will be geared to take the first look at the new iteration of these plans. At first glance, some good improvements made from the first iteration that we saw, especially in terms of road layout and minimizing of impervious areas, and then a big issue revolving around the first iteration was lack of gravity sewer being provided to more than half the lot, which has now been rectified. So very good at first glance. But we will be ramping up on that review. A lot of questions about the status of Banbury Cross Reserve subdivision. The official answer is we have no application right now because the one that was previously submitted was disapproved by the Planning Commission. I am anticipating a resubmission, a new application probably very soon, if not if it does not happen this month, I would be very surprised just based on conversations with the applicants engineers. We are anticipating that. But again, to this point, we've we've not yet received any new application. Other than that, happy to answer any questions on those or any other matters. Anyone have any questions for Will? OK Thanks, Will. And next is, oh boy, A.J.

AJ Panebianco: A couple things I wanted to point out, I included overall year in this just because trying to keep up what we do in a year. But I'm very proud of what some of those numbers indicate. We had eight hundred fifty four foot patrols. Those are just generally walking up and down the street talking to people and interacting. We did 454. And these are really just between the four patrol officers because they're really the ones that track these. They did 454 residential walkthroughs where they walk through the neighborhood during a day, on a weekend or whatever and talk to people. And you really get a feel for what's going on and also let you know if there's anything that's that's out of whack that somebody saw. So we start keeping an eye out for that. We did twenty seven hundred more than twenty seven hundred business checks. And what a business check is. This is a uniformed police officer walking into a business, talking to the owners are the managers of that business and being seen. It also includes at night going by checking their doors and stuff like that as well to make sure that they're locked. But we believe that those numbers there are probably our most important numbers because they have a small department being seen constantly on the street, which we believe deters crime. We have relatively low crime in Middleburg, and we believe that's really the work of the staff and the effort that they do in the buy-in that they have given to that style of policing, a proactive as opposed to reactive. They overall had eleven thousand seven hundred plus we call them contacts, but some are self-initiated, some are not. But that's everything that they do. So we track a lot. They do a lot. And that brings me to where we are. We are and today is Law Enforcement Appreciation Day. And I would like to publicly thank the staff for the job that they've done, which I believe is a job well done. Are there any questions? Yes, sir.

Peter Leonard-Morgan: I see Officer Gray deployed Narcan, saved a life. So please pass on a appreciation. That's amazing.

AJ Panebianco: I will, and it was actually a lot to that because the call was not for an overdose. The call was for a fall. And he was able to determine that it wasn't a fall and it was an overdose. And then deployed Narcan, which at the time all indications were that the patient was not breathing. Narcan works very quickly and got her breathing. So. But I certainly will pass it on. Thank you.

Bridge Littleton: Any other questions for AJ? Well, you know, AJ, as, you know, Law Enforcement Appreciation Day, we all appreciate everything your your team does and you as their leader. I mean, you guys just, you know, class A phenomenal job. So thanks for everything.

AJ Panebianco: It takes a community like we were talking with Sam and his family. And truthfully, it's such a supportive community from the citizens to the council to the management staff at the town hall and everything in between. It's just it's it's the perfect mix here.

Bridge Littleton: Thanks.

AJ Panebianco: Thank you.

Bridge Littleton: Martin.

Martin Crim: Thank you, Mayor. You have my report. Stand ready to answer any questions.

Bridge Littleton: Any questions for Martin? I have a question.

Martin Crim: Yes, sir.

Bridge Littleton: What's the status of the 501(c)3?

Martin Crim: What is the status of the 501(c)3? I'm going to turn that over to Danny.

Danny Davis: That's probably on me. I've been in touch with our auditing firm, Mitchell and Company about helping us with that process to establish it and get all the paperwork filed and everything. So a few more questions of theirs to answer. But I do think that that's something they would be able to take on for us, which would relieve staff from doing it or having to have Mr. Crim or his team do it. So that's probably or I would say likely the approach we're going to take. I just want to make sure it's going to capture everything we need.

Bridge Littleton: Can we set the due date?

Danny Davis: Sure.

Bridge Littleton: April 1st?

Danny Davis: April 1st works.

Bridge Littleton: All right. Any other questions on that or anything for Martin?

Will Moore: Can I clarify? Mayor, what do you want done and back to deliverable by April 1st.

Bridge Littleton: It's set up.

Will Moore: It's set up. OK

Bridge Littleton: Yeah. I mean, it's it's ready to begin operations.

Will Moore: Understood.

Bridge Littleton: Now, if it takes like a couple extra weeks to get the money moving, all that stuff, that's fine. I mean, like the entities formed, it's registered. It's got whatever it's tax designations are and all that kind of stuff and it's ready to do its thing.

Will Moore: All right.

Bridge Littleton: Great. And last but not least is monthly project status update.

Danny Davis: This is we added this on this morning. So if you looked at the packet prior to today and wondered where this came from. I apologize for last minute dropping this on you at the December meeting. We provided these updates and did not have a chance to go over them, at least in detail. Primarily, we'd like to just have a discussion about the maintenance shed project, but we can also go over the other projects as much as you wish. One Pinckney Street, briefly. For those who didn't know, we did have Tilton out there to do drainage ditch work under the connection of Orange and Pinckney to help with that drainage issue. And hopefully that's also going to solve some of the water streaming across the street, freezing over at least on Pinckney. We don't necessarily maintain what is inside the community there. However, we hope that this also allows the water to better flow down into the drainage ditch. That's kind of. And I will also mention my understanding is the culvert under that drive roadway there is actually meant to be an oval shape, kind of flattened. It's not a typical full circle type pipe or culvert. And so some people think, oh, it's crushed and it's not doing what it's doing. It was made that way, though. It's probably not was not intended to be a long term solution for drainage in that area. On that note, with Pinckney, Will met with our engineer who spoke with the VDOT rep and thinks that our requirements to get to get it entered into the VDOT system may not be as onerous. We're hoping as initially thought. So they are still working through some of that and Will had some on-site meetings with VDOT and we're continuing to get that information together for you. So progressing in a good way, we're hoping that the costs of that will not be as much as initially thought. Chinn Court, we were attempting to ride a paving contract if possible with companies that have state paving contracts, but they were not available or it just wasn't there to happen. We are going to look at how we can get this accomplished either in tandem with Pinckney when that happens and we get those that information together or potentially again, if if we have other paving companies that might be in town on other projects of ours. We'll talk about the maintenance building in a minute, if that's all right. Way finding. We are working on trying to update and revise our way-finding program in preparation for branding to be completed. You may know that the entrance sign on the west end of town had to be taken down. I think I informed you of that in an email. It was rotting and probably could have been pushed over by Chris's young son. So. [Off mic]. It was very weak and dangerous, honestly. We will have to figure out the final timing of way-finding We don't intended this point to put anything back with the or try to re fabricate an old sign since it's likely to be replaced anyway in the in the coming months or hopefully this year. In terms in terms of way-finding, we had worked with a firm out of Sterling on our first initial draft and we reached out to them on a proposal to update it. We weren't fully satisfied with that proposal, not saying it's we couldn't work with them, but there's some more to be determined there. We're also reaching out to another firm that is probably the leading firm in the Commonwealth that does way-finding programs to get an idea of what it would cost for them to take our plan to date and get it updated to the new VDOT specs and also to get us ready for fabrication and construction documents. So that conversation actually happens tomorrow. So we'll keep you updated on that. But our goal is to get that done as quickly as possible so that we can begin rolling that out in the spring or summer. I will tell you on the parking lot. It's been a communication challenge between us and the bank in terms of the new opportunities, and so working with the property owner and trying to work on that still under conversation there. If I say can that. Rhonda, give you an update on Laserfiche or at least the MCCI part or the I'm sorry, the scanning part, but she's also close to completion on the Laserfiche side as well. And that's a great project with great results. And so we're looking forward to having that completed shortly and then transition really our network drive also into Laserfiche. So it's all in the same boat. I'll tell you, not that this is a bad thing, but you go into one folder and then it has a sub folder with a copy of all the same folders and go into a sub folder has a copy of all. I mean, there could be three or four versions of the same thing. When you have transitions of staff they just create their own folder and start again. It'll take some time, but eventually we will get that well organized. And the benefit, hopefully, of Laserfiche is that it's also searchable. And so if you need it, you search it and you find it. In terms of electric vehicle charging stations I did reach out and get an

answer from Electrify that they are challenged with some of their projects currently, especially in California. And that they are essentially still trying to work on a number of issues there. There are projects going on in our region, but they hope to connect back with me I believe it was in February. So it's kind of just waiting on them honestly. At Go Green we did talk about other alternatives if Electrify was going to be delayed another period of time. And there are some new devices by ChargePoint, which was the firm we had looked at previously that actually provide potentially more versatile and more fast charging options. So I think with Go Green, we want to talk some more. I don't know if y'all talk to about that anymore last night, but that is something that we are continuing to work on. And I'll stay in conversation with Council Member Leonard-Morgan on that project. And then Rhonda gave you an update on the RFP for waste disposal services. So any questions on those before we go into the maintenance building discussion?

Bud Jacobs: On the charging station, I guess we're not at the point that you have begun looking at potential sites?

Danny Davis: We actually have.

Bud Jacobs: Have you?

Danny Davis: We have. Yes, sir. So a couple options before us. Our initial discussion and option was on our Liberty Street lot that the town owns, and that is a public parking lot that we would place two electric vehicle charging stations on that lot, has pretty easy access to power. And with the original design, the ChargePoint design, level two charging very limited size needed for the infrastructure for that to take place.

Philip Miller: Can I say that we should just take the whole background and do this after the meeting?

Danny Davis: Yeah, we can.

Philip Miller: Give an update because it's we had...

Danny Davis: It's a long... Sure.

Philip Miller: It's a lot.

Danny Davis: I can update you on that after the fact.

Bud Jacobs: [Off mic].

Danny Davis: But the short answer is yes. We are looking at locations. [Off mic]. [Laughter].

Bridge Littleton: [Inaudible] building a power plant and then we're going to... [Laughter]. [Off mic]. Yeah, right, exactly. Any other questions, anybody from any of the other projects before we jump into the utility shed, utility building? Okay.

Danny Davis: Thank you. So in your packet, I believe it's page 33, we have provided you information about the need and the discussion of the maintenance building. I had a chance to meet with Will and Chief and with Tim about what we're really looking for in this building. Short story is, as you know, we have about a, it has three doors, but it's really about the size of a two bay building currently, essentially being able to add another building about that size to it or for a new building to be that full size with also some potentially some outdoor storage would really give us the space we need. Currently, Tim, maintenance supervisor doesn't have any functional, workable space in there. It's also not conditioned. And so, you know, it doesn't make sense for him to, he doesn't have water either. So, you know, there are things you don't really want someone doing in a place where you don't have access to those basic things. So the discussion really before you is location of this maintenance facility. I know it's been talked about for a number of times. As laid out in here, of course, the comprehensive plan sees the Federal Street South area as opportunities for redevelopment. And there are opportunities that may come down the road near or adjacent to our current

maintenance building. And if I, not to speak for council, but I think the council's initial idea was that if our piece of property can help spur or encourage or incentivize redevelopment down there, then let's use it for that purpose. That's a noble goal and definitely still something that is on the table for discussion. In talking with staff about operational needs, it is a, I would say, much more preferred location than the wastewater treatment plant in terms of access and ability for officers quickly get there if they need something for us to be able to, you know, run things back and forth. It's also obviously plowed by VDOT much more quickly. Our wastewater site has, you know, it would be up to us to have a plow or to get it cleared out. In general, you know, we would be able to add on to the building that's already there on South Madison. The challenges would be bringing in water, probably having to put in a grinder pump for the sewer, and then ensuring that we have the proper amount of parking thereby. There's also potentially available space adjacent to it owned by a different property owner that we could talk about separately if that is of interest to council. But the short answer or short point about this particular location is we already have, you know, a building there. It's a ideal centrally located spot and it could serve our needs even if it's for a 10 or 15 year period as we wait and see what happens with redevelopment down in that area. Now, setting that aside, if council says no, we really think that our property there, if we were to sell it to someone or hold onto it and help it be the catalyst for redevelopment in that area would then be for us to continue pursuing the spot at the wastewater treatment plant site. Essentially where we are with that as we did a phase one environmental study, but we would then need to do some more site planning work to actually get a building size planned out, access and turnaround and an entry into it, developed and also make sure that the existing facilities do not impact the ability to use that effectively. For instance, the old plant building that's there as you first drive in is fairly close to where this shed is being proposed. And so there could be some turn radius concerns potentially based on how it's specifically sited. I think part of the rationale and the benefit of using the site when first developed was, well, we have a flat piece of land where the drying beds were, so let's just, you know, concrete that over put a building on top and we're good to go. I think it's a little more complicated than that in terms of what it will require to get that site ready. I'm not saying it can't be done by any means, but I just want to lay out that it's not necessarily more cost effective than using the site that we have or expanding the site we currently have. That being said, again, at this point, it's really a question for council about is there a preference to avoid further building on the South Madison Street site so that we can use that for future redevelopment when the time is right? And then what we would say the next steps would be is whichever side we look at we would then begin the site planning process with our engineers so that we can actually get a lay out and understand what the site planning looks like, what the building size is, and then what the cost of that could be. So try not to give too much information, but I want to cover it all so you understand a little bit of why we haven't taken the next step of actually doing a site plan at wastewater because we wanted to make sure we had this full conversation. And we're happy to, you know, get more details if you need more information from us or from our engineers or if you want to talk to Chief specifically about anything. You know, we're happy to answer any questions.

Bridge Littleton: Any initial thoughts? I don't think we're gonna make a decision tonight. That's a lot at once.

Danny Davis: Yeah.

Peter Leonard-Morgan: [Off mic].

Bridge Littleton: Yeah.

Peter Leonard-Morgan: So the wastewater plant area is that is not in a floodplain area at all down there, is it?

Danny Davis: My understanding it is not, correct.

Peter Leonard-Morgan: And the grinder the pump issue here could not tie into the houses opposite? Would that tie in there?

Danny Davis: Do they have individual grinder pumps?

Will Moore: [Off mic].

Peter Leonard-Morgan: Thank you.

Bridge Littleton: Any other questions? Yeah, Chris.

Chris Bernard: So as far as we know now are any of the improvements that make to the Madison property gonna be beneficial to us if we want to turn around and sell the property later?

Danny Davis: So at this point, we've just, you know, internet scoped out potential shed type sites. I would hazard a guess to say it would probably not be something that could be, yeah, it would not be a pick it up and move it down the street. Yeah.

Bridge Littleton: So, Chris, your question is if we build it there and then five years from now a developer comes in and says, hey, I'm all in on redevelopment and then there's no way to actually, your question is, can we pick...

Chris Bernard: [Off mic].

Danny Davis: Sure, right.

Chris Bernard: [Off mic].

Danny Davis: Sure. And I mean, I would again, at that time, I think we would have to see what that developer/landowner has in mind whether we, you know, incentivize, again, redevelopment in some way or whether we sell it to somebody and then try to recoup our investment at that time.

Chris Bernard: I think if we're going to choose the Madison route we need to think about it as a short term.

Danny Davis: Correct, sure.

Chris Bernard: And then design and build it, whatever [off mic] that stuff is.

Danny Davis: Correct.

Bridge Littleton: I mean my... Oh, go ahead. [Off mic]. No, I was gonna say, you know, you never know what the future's going to hold, right? But at the end of the day, if we're going to be at the wastewater plant, whether it's three years from now or five years from now or nine years from now, because, you know, our comprehensive plan is all written around redevelopment of Federal and that area and that's what we want to incentivize. One, do we send the wrong message to potential investors? Hey, we want you to really come here and spend a lot of money, but we're building new sheds for us to use. I don't know how much of a message that is, but, you know, it's like it's kind of counter to what we're actually saying in our comp plan. And then second question is, just sort of what Chris is saying is like I get the convenience of it, right? I totally get that, but if ultimately we're gonna end up down there, we're going to build the same. We're gonna build the building we need twice. Right? And maybe it's only half of a building that we need twice because the other half is there. But we're still gonna build it twice, right? So I just think we need to... And when I was looking at the costs I thought to myself, I was like, oh, 80 grand versus 270. But then I was like, yeah but in 10 years we're gonna have to spend 270 anyway. When? What? Or whatever. Well, let's just say it's the same, right? It's not really a cost savings. You know, going to south Madison is actually cost increase.

Danny Davis: If I may, I think the variable there that is the unknown is will redevelopment even come that far south on south Madison?

Bridge Littleton: But we're encouraging it.

Danny Davis: Well.

Bridge Littleton: We want it to.

Danny Davis: We're encouraging in the entire corridor. I think the comp plan has stated east of Madison being the the focal point. I don't mean to speak out of turn, but I think focusing on that section east of Madison is where we would like to see it happen. Not saying that any of those other properties to the west of Madison aren't appropriate for it, but also recognizing our property, as we all know, it's essentially surrounded by the millwork. And no one knows, you know, they have an idea of what their kind of long term plan is, but that could change at a moment's notice if someone walks in the door with a proposal. So I would say I don't disagree with any of your comments, except that it also could be a 20 year investment if nothing happens down this area.

Bridge Littleton: Sure.

Chris Bernard: [Off mic].

Cindy Pearson: So I know you've probably thought of every other postage stamp place in town that you could redo this, out at well four is that all protected? I know you can't build within a certain area. Of that, is that property?

Danny Davis: I would need to clarify, but as far as I know at well four we wouldn't have the space down there to put something of this size because it's basically the driveway.

Cindy Pearson: [Inaudible] ours.

Danny Davis: I think we just have a driveway down and then it is basically a square and then you have some challenges of the creek over to the east of that as well.

Cindy Pearson: Yeah. Okay. Because it does look like I mean, yes, that would be the best place, most convenient down here. But it is the thing of why build it now and then move it. So you know, even if that isn't the right place down there what is?

Danny Davis: Right.

Bridge Littleton: [Off mic].

Darlene Kirk: What I was going to say is that it seems to me the area near the millwork would be easier access for things that, you know, you might need, like for Oktoberfest, which is literally bring the stuff up the hill. Whereas having to truck it in or even for Christmas in Middleburg it would just be easier access, it seems to me.

Bridge Littleton: [Off mic].

Darlene Kirk: [Off mic].

Bridge Littleton: Are you referencing like, you know, during Oktoberfest we need a place within a block that we can go back and forth to real quickly.

Darlene Kirk: [Off mic].

Bridge Littleton: Okay. Yeah. Okay. So we'll still have that spot.

Darlene Kirk: [Off mic].

Bridge Littleton: No, I just didn't know if you meant staging or storage.

Darlene Kirk: [Off mic].

Bridge Littleton: OK. Anybody else have any other questions? Chris.

Chris Bernard: I was just gonna say, just kind of along those lines of the location and convenience I think we should be careful on how much emphasis we put on how convenient it is because we're talking about driving halfway across Middleburg or all the way across Middleburg, which is 30 seconds. If we're talking about a big cost difference that should just be a [off mic].

Bridge Littleton: Okay. Mr. Daly.

Kevin Daly: Well, excuse me. I would argue against a temporary solution because you're ending up paying double. Come up with a this is the final solution. If we do store it there, then it's gonna stay there. Nothing's ever temporary. You may say it's gonna be there for two years, it may end up being there for several years, and then you're going to have to spend more money for upkeep and maintenance.

Bridge Littleton: OK.

Peter Leonard-Morgan: Just one quick question. So at the wastewater plant, maybe it's in the report, I apologize, would we need to upgrade the road a bit there or..?

Danny Davis: I do believe that's something that we wouldn't necessarily need to pave it by any means. I think we just need to make sure that it's probably kept in a little better shape than it is today, just based on the amount of traffic that would go up and down. I'm not saying it's gonna be streams of cars, but it would definitely be more than it is today. But you know, I think we can work operationally through that in its current state. I don't think it would require us to do anything in terms of the actual driveway on and off 50. It's possible we add an apron or something like that. But, you know, small stuff. I don't see anything that would require a large change there.

Peter Leonard-Morgan: Thank you.

Bridge Littleton: Okay. Next item is consent agenda.

Chris Bernard: [Off mic].

Bridge Littleton: I think everybody's, you know, there's pluses and minuses on both sides. I get the sense that, you know, we really want to be thoughtful around doing something twice. I think I've heard that., but also, you know, we have to be smart and whatever. So what do you guys need next?

Danny Davis: I mean, I know there's not maybe full agreement, but I'm hearing kind of a general consensus or at least a strong majority direction to say that wastewater is the preferred site. And if that's the case, I think I'll work with Mr. Moore and we'll just start working with J2 on getting a site plan done. And that way that will identify what are those other needs. And if it comes out to be something that's unexpected, then we have that conversation at that point. [Off mic]. Right. Right, exactly. So sometimes you have to invest the dollars in that engineering.

Bridge Littleton: Yeah. No, that's fine.

Danny Davis: To understand what will come out of it.

Bridge Littleton: And the reality is, too, right? The goal will be that you build what you're going to need long term.

Danny Davis: Exactly.

Bridge Littleton: But we're not getting rid of South Madison.

Danny Davis: Right.

Bridge Littleton: Or the building. We will always have that. And if at the end of the day, you guys say, hey, you know, we want to run water to it too, okay. You know, if that's what you need, so no problem.

Danny Davis: Sure.

Bridge Littleton: Okay, great. Next item is the consent agenda. Would anybody like any item removed from the consent agenda? [Off mic]. OK. Is there a motion?

Philip Miller: I move, we approve the consent agenda as proposed.

Kevin Daly: Second.

Bridge Littleton: Yes, sir.

Bud Jacobs: The minutes need a minor correction.

Bridge Littleton: OK.

Bud Jacobs: I think they state that we met at 9:00 p.m. on December 20th? [Laughter].

Bud Jacobs: I attended that meeting and I recall [off mic].

Bridge Littleton: Big time, man. I tell you. Wow. [Laughter].

Bud Jacobs: [Off mic].

Bridge Littleton: So who made the motion? [Off mic].

Philip Miller: Friendly amendment accepted.

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

Everyone: Aye.

Bridge Littleton: Opposed? Abstentions? All right. Informational item. I believe, we're... Oh, excuse me. Discussion item, strategic initiatives. And also just we're going to touch base on the retreat. So who's taking this one? Rhonda and Danny I guess.

Danny Davis: Yeah, I'll say thank you to Ms. North for putting this together while I was out of town. So I appreciate her providing an update on the strategic initiatives of council and in identifying the ones that are either completed or in process. And so I thought it would be helpful maybe just to really quickly run down kind of two sentence overview on each of these where we are, if that's okay. Branding, as you know, has been extended a little bit. We hope to have that completed, I would say in the next month, I think would be definitely the goal. The economic development strategy is progressing very well, as Mr. Gaucher mentioned. Our contract has it completed in June. I think we'll be easily hitting that mark, if not completing it before June. So that's a good sign. And we've been very impressed with the consulting firm. They know their stuff and they're doing a good job from our perspective. They are going to be planning another visit on-site where we expect to hold a round-table type meeting, open to the public, and more information of that will be coming out in the next week or so. On creating a town event, and I hope I'm going in the same order as your... [Off mic]. A little bit different. It's a close, close order. As you know, obviously, Oktoberfest was the first new event created by the council through the events committee,

hugely successful. So it's kind of a partially completed because I think obviously it was done, but also know, as you've seen and heard, that the committee is interested in another new event. And I think that's the energy that's positive, and so we have to continue fleshing out those ideas. So even though that is a completed project, that's also an ongoing because we want that to continually be a thought process of what else can we do to bring the community together. In terms of the land use partnership with the county, that's more that continual dialogue with the county. I think it's very positive that we have Mr. Combs on the planning commission. Even if he's not representing the district that Middleburg is in, it's a great connection to the planning commission. And obviously Mayor Vance representing Blue Ridge District, others that we know in our various capacities, so we have a great connection point to keep that dialogue going. I think it'll be good once they get settled into to be able to have that dialogue maybe formalized with a few of the reps from their planning commission meeting with us and our planning commission. Town hall relocation, you all generally know where that stands and the continued dialogue which will occur as we continue the land acquisition discussion. Parking solutions, as briefly mentioned, working with the potential land owner there on that project, obviously has been pushed out and is just like is that a combination of communication challenges back and forth. Way-finding, I've provided the update there. New website, complete, done. We've given great kudos to Rhonda and it continues to be a great resource. Still, things that we see that we tweak from time to time and we'll keep doing. By all means, if you see it, let us know. One cool thing I was finally able to figure out how to do video backgrounds. So if you open it up on your computer, you'll see that the background is actually video images, not a static image. It's phenomenal what just a little change like that kind of adds a little vibrancy to the front page of a site.

Cindy Pearson: [Off mic].

Danny Davis: Yes. Yes. I mean, it was literally one little module, type it in, hit send, it pushes to text, pushes to email, and puts it up on top of the website. And I will mention, plug to the public who are watching, sign up for our alerts on our website. It's actually the front notice on the newsletter in your utility bill this month. But you put in your cell phone or your e-mail or both, and if we have a traffic issue, water issue, any other kind of issue, you get it immediately. And it's a great way to get alerts from the town.

Rhonda North: And we recently completed an ADA audit of the website since it's been active for about six months, and we did really well on the report. Couple of minor things that we need to fix, but but overall we got a good report.

Danny Davis: Yeah. It's like 10 megs, so that's why. Yeah, we'll talk technology offline. Budget prep is one of those where it's kind of, I would say completed in terms of the Strategic Finance Committee has made a lot of input into our budget process, but that's a continuation because that never stops. That's an ongoing process year after year. So but I do think where we are with the budget, with the information we're sharing with the public, allowing more time for the council to be involved and also then to have input from the public this just helps continue to allow the public to know what's happening with the tax dollars and with the money, the revenues that we bring in.

Bridge Littleton: Quick question.

Danny Davis: Yes.

Bridge Littleton: Did you reach out to everybody about the first review?

Danny Davis: All, but I need to reach out to Council Member Pearson and Vice Mayor Kirk about the events side of the economic development budget. But in terms of the other specific areas, we have those and I still have to schedule a few more. [Laughter].

Bridge Littleton: How about zero?

Danny Davis: That's pretty much what the budget has.

Bridge Littleton: No, no, an extra zero. Yeah. Yeah. Yeah, okay, yeah.

Danny Davis: It's almost what it is. So, yes, we are, and we're scheduling those for next week. Thank you.

Bridge Littleton: I just want to say real quick for everybody on the council. Thanks for doing that.

Danny Davis: Yeah, that is helpful for the entire process. The CIP, I will tell you, probably my biggest goal for the CIP this year, and I hope to get it done, but we'll see how things go with Mr. O'Neil's doing a fantastic job. He could he could do treasurer work in his sleep, which is great. We're asking him to do a lot more of that hands-on work than than he normally did. He was more on the Finance Director side. But I would really like to pull the CIP into its own fund, and so those projects, whether they're cash or debt financed, aren't getting intermixed with our operating budget. It gets really confusing when a project gets punted a year or doesn't get done because of engineering or something else. And the numbers just it doesn't work when you have a static document, of course.

Darlene Kirk: I as just gonna say at one point they were all separate.

Danny Davis: So I'll re-separate them out. I mean we we have a CIP Document, but in our actual accounting, you know, having it in its own funds so that if it's cash, we transfer cash into it. If it's debt, the debt's there, and then the debt service is paid by the operating budget. So I think we're making really great progress on that strategic initiative as well. Good governance, as you know, Rhonda has done a phenomenal job with that with your advisory committees. And I would say that really the kind of outstanding project on that one is the Citizen Academy. And I know we've thrown out and talked about some ideas there. And hopefully there are some opportunities to make that a reality coming up this year. The charter school, of course, the town council has been a very strong partner with them, especially at the last meeting. And so that's that continued relationship. I'll say I think being able to have that relationship with the charter school from council to the school, but also from myself to the principal, is a great resource. In the same vain, being able to work directly with Olivia at the community center, same type of positive relationship, which is good. And I think, again, these initiatives, it's been council pushing it forward and then allowing us to, you know, help you achieve those goals.

Philip Miller: Do we know where they ended up on there?

Danny Davis: I did not hear. I do not know.

Bridge Littleton: [Off mic].

Philip Miller: Mr. Board member.

Bridge Littleton: [Multiple speakers]. I'll find out and email everybody tomorrow.

Danny Davis: And then two other things that aren't technically on the the strategic--

Bridge Littleton: Real quickly, Chris, I know it was over 50,000. [Laughter].

Danny Davis: Two things that were on my list at least were the comp plan, which, of course, was approved, and the digital archiving of our records, which is pretty much complete. So I think those are really positive activities that were completed. There are also a few other items here. Working on the information sheets when those come required. I've been speaking with Mr. Gaucher on welcome new business packets, both prospective businesses, what does it take to open a new business here in town, and also a checklist for when a new business walks in. Have we done steps 1 through 5, you know, to welcome them, greet them, offer ribbon cutting, all those things? So those are coming together. That's about it. So I think globally, I would say kudos to the council for putting these initiatives out there, for funding them, for pushing them and continuing to put resources towards it, because you recognize that anything you put resources towards maybe, you know, something else that's pushed a little bit lower in the priority, but this gives us a really good directional point as staff to be able to say we need to continue to get these accomplished. And I think what now it's allowing you to do is say, okay, these are great, how do we replace these

with eight more things that we want to put as our next strategic priorities? Some of that discussion can begin tonight, but I know a lot of that discussion will occur when we have our off-site retreat. So thanks for the time just to go [off mic].

Bridge Littleton: Any input or thoughts for Danny? OK, so two things real quickly. One is on these, right? As Danny said, like some of them are checked and green and great. Some of them are checked in green and great, but will live on like an event. Right? Hey, Oktoberfest was awesome. How do we continue to improve it and what's the next what's the next event? Right? So they live in and go on. Some like the website, check, done, great. You know, now it's maintenance. Right? But for when we get away for the retreat, you know, we want to look at all that. All of us should take some time to look at this entire list and also think about what we need to be or want to be focusing on. And as you talk with the staff member who you partner with on whatever part of the the town government, you oversee, you know, what is that next thing? And it's a one year thing or a five year thing or a you know, like the 501(c)(3), right? Maybe that is a strategic priority for the next year to really focus on it, get it established, and panel it, advertise for it, help it fund raise. Right? It doesn't have just to be from the town. Right? Whatever that. maybe that's one of those. Right? Maybe you and Philip come forward and say, hey, you know, we have a vision with this. So that way when we all get together we can, as Danny said, the things that we've accomplished, we can, you know, add new things to it. And then I would also say the things that you know... And that's the thing about strategic plan, right? You're going to accomplish two thirds of it. One third, for whatever reason, you know, are still undone. And that's OK. Does it come off? Does it stay on? If it stays on, what do we need to do to make sure it actually gets completed? Is it a resource issue? Is it a, you know, staff need a decision from us or whatever? So I would just ask that we look at this list really intently, take your notes or whatever, so when we all get together at the retreat, you know, we can dive in and think about that stuff. Off the top of my head I like, you know, I'm thinking right now, like, is there anything over the next year that is a real big strategic priority. I cannot think of anything, but I know when, you know, we all sit down for 30 minutes or whatever and really look forward and look back they'll come up. What's that?

Philip Miller: Implementing the branding and way-finding.

Bridge Littleton: There you go. Exactly. Exactly. So then dovetailing from that. I think right now we're planned, Rhonda, the 30th and 31st. Is that right? I can't remember.

Rhonda North: Well, the 31st and 1st and the 24th and 25th were the two weekends that we were looking at.

Bridge Littleton: Real quickly.

Peter Leonard-Morgan: [Off mic].

Bridge Littleton: On your credit card. [Laughter]. Well, you are Sothebys. [Laughter]. Yeah. So last time we met I believe we all agreed on is it the 30th and, what I it? That weekend. [Off mic]. Yeah. 31st and 1st. [Off mic]. Yeah, I understand. So now there's a conflict. So what does everybody look like on the weekend before? [Off mic]. [Laughter].

Kevin Daly: Close that. I'm in Hong Kong.

Peter Leonard-Morgan: [Off mic].

Bridge Littleton: Is that? No. Yeah, 24th, 25th.

Rhonda North: 24th, 2th is the weekend before. [Off mic].

Bridge Littleton: No I mean it's very important to we do it one these two weekends. The reason is as these strategic priorities come out, if it has a budget or resource implication, we have to get that programmed because we've got timelines for the budget that we got to meet. So if we push it, we're gonna miss the window.

Rhonda North: Just from the standpoint of the facilitator, we've got a couple of options available on the 31st and 1st. We have none right now for the [inaudible].

Bridge Littleton: We need to reach reach out to Amy. Let's ask Amy.

Darlene Kirk: [Off mic].

Bridge Littleton: As best participation we can as possible is key. So who cannot do the 31st and 1st? Kevin? [Off mic]. The Friday night. OK. Who cannot do the 24th and 25th? OK. [Off mic]. OK. All right. [Off mic]. Bring 'em along. [Off mic]. Yeah right. We need to put civics back in school. All right. So let's check.

Rhonda North: We'll make it work.

Bridge Littleton: Yeah. And if Amy's available, then great.

Rhonda North: We'll find someone. We'll make it work.

Bridge Littleton: OK. All right. We'll shoot for that.

Rhonda North: 24th and 25th.

Bridge Littleton: Yeah.

Darlene Kirk: [Off mic]. And all day Saturday?

Bridge Littleton: Yes.

Cindy Pearson: [Off mic].

Rhonda North: I think we were talking like 4:00-ish.

Bridge Littleton: Yeah, arrive at 4:00. We'll sit down at 5:00. You know, do two hours work. Have a sort of a working lunch and then. [Off mic]. Or working dinner. Yeah. Exactly. OK. Good.

Philip Miller: [Off mic].

Bridge Littleton: Yeah.

Rhonda North: 8:00 to 4:00 [inaudible].

Bridge Littleton: If we get done early, we get done early.

Bud Jacobs: [Off mic].

Rhonda North: Correct.

Bridge Littleton: Bring your clubs.

Bud Jacobs: I will.

Darlene Kirk: Ouch! You tapped me.

Bridge Littleton: I'm trying. [Multiple speakers] a year and a half. [Multiple speakers] other issues? Not that I know of.

Cindy Pearson: [Off mic].

Bridge Littleton: Exactly. If you get snowed in Rhonda's got you covered. [Laughter].

Danny Davis: Can I just ask a, from a procedural standpoint, my kind of idea of this, and we can talk more if you want, Mr. Mayor, or we can talk as a group here. My thought was that Friday night would be more focused on just council. It would be a council discussion, you know, the strategic planning, the coming together and in those pieces of it. I would be there. Rhonda would be there. Others can come, obviously, but be focused...

Rhonda North: Rhonda's not gonna probably be there Friday night.

Danny Davis: Oh, Rhonda won't be there. I'm sorry.

Rhonda North: I'm having my biopsy that day.

Danny Davis: Yeah, yeah, yeah. Well, I'll at least be there and a facilitator, but then we would have staff come on the Saturday portion. So they don't necessarily staff doesn't need to spend the night or be there, but they would come and join us for the Saturday as we start more on the tactical, you know as there come questions about departmental programs or projects. So it's kind of the general idea that's kind of in general with what council was thinking of. But we can talk more as you wish.

Bridge Littleton: And one of the things we'll do too over the next couple days, you know, we had that off-site, was it 17 or 16? April 17? Yeah. So there was a couple of, you know, final documents that came out of that. We'll get those back out to everybody. We can all reread them like what did we come away with that time? It was a lot of great stuff. I mean, we came up with a town vision statement. And, you know, those things are always good to revisit every couple of years. Yeah, and that's right. Yeah, so for some you who weren't part of it, you know, you'll be able to, you know. There was one document that was like all of Mike Chandler and Rhonda and your and Martha's notes, and it was a lot. But there was like a one doc that was like 7 or 8 pages that sort of was the sum of everything.

Darlene Kirk: [Off mic].

Bridge Littleton: Well, we're holding you that. No, no, if it's not.

Darlene Kirk: [Off mic].

Bridge Littleton: You have to pay. [Off mic]. Right, yeah. Exactly.

Philip Miller: [Off mic]. [Laughter].

Bud Jacobs: [Off mic].

Bridge Littleton: Okay. So that is basically two weeks from today, right? Two weeks from tomorrow. [Off mic]. Yup. Okay. All right. Next on the agenda is closed session.

Kevin Daly: Cone of silence.

Bridge Littleton: Peter'll read it.

Peter Leonard-Morgan: I move the council go into closed session as authorized under section 2.23711 of the Code of Virginia for the discussion or consideration of the acquisition of property for a town administration building and for a maintenance shed as allowed under subsection A3. I further move that the council thereafter reconvene in open session for action as appropriate. [Off mic].

Bridge Littleton: All those in favor say aye.

Everyone: Aye.

Bridge Littleton: Opposed? Abstentions? All right. We are in closed session. [Laughter]. [Inaudible] Okay. All right. We are back live again. I ask that council certify that to the best of each member's knowledge, 1) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act, and 2) 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 closed session that any discussion that occurred within it should be treated as confidential.

Chris Bernard: Yes.

Bridge Littleton: Bud.

Bud Jacobs: Yes.

Philip Miller: Yes.

Darlene Kirk: Yes.

Bridge Littleton: Yes.

Peter Leonard-Morgan: Yes.

Cindy Pearson: Yes.

Kevin Daly: Yes.