



**MIDDLEBURG TOWN COUNCIL**  
**Regular Monthly Meeting Minutes**  
**Thursday, June 13, 2019**



**PENDING APPROVAL**

**PRESENT:** Mayor Trowbridge M. Littleton  
Vice Mayor Darlene Kirk  
Councilmember Chris W. Bernard  
Councilmember J. Kevin Daly  
Councilmember Kevin Hazard  
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  
Jamie Gaucher, Business & Economic Development Director  
Tina Staples, Interim Town Treasurer  
Jay Hollins, Police Lieutenant

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, June 13, 2019 in the Town Hall Council Chambers, located at 10 W. Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag. He called for a moment of silence for the victims of the Virginia Beach shooting on May 31<sup>st</sup>.

**Special Recognitions**

Mayor Littleton recognized Councilmember Daly who was elected Historian of American Legion Post 2950.

**Staff Reports**

**Stuart Will, of IES**, reported that the router was installed; however, he was still waiting for the programming to be done at Well 4. In response to an inquiry from Council, he advised that there could potentially be problems at the wastewater treatment plant due to the increased flows resulting from the recent heavy rains; however, this had not occurred.

Town Administrator Davis reported that Mr. Will recently pulled and cleaned the membranes on the number two train at the wastewater treatment plant, which was a dirty job. He advised that this resulted in the plant operating more efficiently for now.

Mr. Will advised that Clarke County was about to replace their membranes, which are identical to Middleburg's, and noted that he planned to visit them while they were doing so.

**Town Clerk North** noted that she was in the process of planning the 2019 Volunteer Appreciation Reception and suggested the date of October 29th. The Council agreed with the proposed date.

Town Clerk North reported that CP Connect, the Town's new citizen request management system, was now operational. She noted that the Business & Economic Development Director had already begun to utilize it for business tracking purposes and advised that the citizen request forms would be embedded into the new website. Ms. North further noted that the system included a dedicated phone number that citizens could call to report an issue,

which would record the call and would be used to create a service request. She reminded Council that the Town was the guinea pig for this new software; however, CivicPlus had been very responsive to the staff's suggestions for improving it.

Town Administrator Davis commended Ms. North on how quickly she implemented this new system. He noted that it was installed within less than four weeks of the Town learning of the new software.

Town Clerk North reported that the staff would be in training June 18<sup>th</sup>-20<sup>th</sup> on the new website. She reminded Council that following the conclusion of the training, the soft launch would occur. Ms. North advised that the staff planned to issue a press release and get the word out about the new website sometime in July after the staff had the opportunity to make changes as a result of the comments from the soft launch. It was suggested that the members of Council work on the new website during the soft launch period and alert the staff of any issues they encountered.

**Business & Economic Development Director Gaucher** reported that he and the Town Administrator met with two members of Council to identify deliverables for the next Visit Loudoun MOU, which have been shared with them. He reminded Council that Beth Erickson, of Visit Loudoun, would be present during their next meeting.

Business & Economic Development Director Gaucher reported that thirty-two individuals attended the second Digital Literacy Event that was held. He noted that this event included presentations from Visit Loudoun, the Loudoun County Economic Development Department and Chris Bernard. Mr. Gaucher advised Council that he would share the results of the survey from this event with them as soon as they were available.

Business & Economic Development Director Gaucher advised Council that the first Middleburg Oktoberfest would be held on September 21<sup>st</sup> and reported that the Cultural & Community Events Committee would meet next week to discuss the details and develop a budget for it.

The Council held some discussion regarding the proposed Oktoberfest. It was noted that it would be held the weekend before Lovettsville's. The Council suggested Mr. Gaucher contact Lovettsville to make sure this would not be an issue for them. It was further suggested that if it was, the Town could rename its event. It was noted that the Old Ox Brewery was going to be a strong partner and that the plan was to coordinate the event with Art in the Burg, to bring in food trucks and to do wine tastings.

**Deputy Town Administrator Moore** opined that the draft Comprehensive Plan update was well received by the public when it was unveiled during the recent Open House. He reminded Council that the Planning Commission would hold a public hearing on the update on June 17<sup>th</sup> and suggested they could forward their recommendation to the Council at that time. Mr. Moore noted that no written comments had been received to date and advised that while he had conversations with some people about it, they were not in opposition to the plan.

The Council noted that the news article in Loudoun Now about the Comp Plan update, particularly the headline, was confusing.

Deputy Town Administrator Moore announced that Este LeClair had been hired as the new Planning & Project Associate and noted that she would start her new position on June 24<sup>th</sup>.

Deputy Town Administrator Moore reported that he received an application earlier in the day for a subdivision (Banbury Cross Reserve Subdivision) at the intersection of Sam Fred Road and Route 50, which would contain thirty-eight lots. He noted that, if approved, thirty-one would be clustered and seven would be rural economy lots – all of which would be served by individual drain fields. Mr. Moore explained that even though the property was located outside of Middleburg's corporate limits, the Town had input because it was located within the extraterritorial area. He further explained that because the majority of the property was outside of that extraterritorial area but the proposed lots were located within it, the Town and County staff agreed the Town would take the lead on the preliminary plans and the County would handle the construction plans. Mr. Moore advised that the Planning Commission would be required to hold a public hearing on the preliminary plans. He reminded

Council that the Commission had ninety days to act upon the plans after the application was deemed to be complete and noted that the Town needed to receive review agencies comments. Mr. Moore reported that no direct access was proposed to the subdivision from Route 50; however, four entrances were proposed on Sam Fred Road.

Mayor Littleton suggested the Council see the subdivision request after the Planning Commission acted upon it.

In response to an inquiry from the Council, Deputy Town Administrator Moore reported that no enforcement measures or follow-up, beyond his initial contacts with the four affected property owners, had occurred with regard to neglected structures in the town. He advised that pro-active enforcement would be something that would be assigned to the Planning & Project Associate.

Mayor Littleton thanked the Town Administrator and Deputy Town Administrator for their assistance with the Route 50 Task Force. He reported to the Council that the Task Force and Commonwealth Transportation Board Member Scott Kasprovicz looked at the deteriorating crosswalks on Route 50. Mr. Littleton advised that VDOT planned to have an independent engineering firm look at the design plans to make sure they were designed correctly and, if so, they would then determine whether they were installed correctly. He opined that something was clearly wrong and advised that VDOT would fix them. Mr. Littleton encouraged the members of Council to thank Mr. Kasprovicz for his assistance to the Town the next time they saw him.

Town Administrator Davis noted that VDOT also looked at the deteriorating concrete at Liberty Street and would install a temporary patch. He advised that they may do a pilot repair project in Middleburg.

Mayor Littleton reported that Loudoun County was putting together a committee for the 2020 Census to ensure that every resident participated and advised that they would like to have a representative from each of the towns serve on it. He noted that if a resident did not respond to the Census, they would not be counted. Mr. Littleton asked that notices be included in the water bill about the importance of participating in the Census.

Council noted that the revenue from the parking and court fines was down by 30% and questioned why. **Police Lieutenant Jay Hollins** advised that he did not handle the parking tickets; however, he would try to get an answer for the Council.

In response to an inquiry from the Council, Lt. Hollins announced that National Night Out would be held on the first Tuesday in August. After some discussion, it was agreed that Councilmember Leonard-Morgan would serve as the Council representative in the dunk tank.

**Town Attorney Crim** advised Council that he would be on vacation for the remainder of the month and reported that his associate would serve in his absence.

**Town Administrator Davis** reported that the Chinn Lane water drainage issue was resolved and advised that VDOT installed a storm drain. He reported that Loudoun County was conducting a community survey to identify how it could improve youth activities. Mr. Davis announced that Kim Hart, of the Windy Hill Foundation, was recognized by the Loudoun Design Cabinet for his visionary work with Windy Hill and in creating attainable housing in Middleburg. He thanked the Council for providing him with the opportunity to attend the Virginia Local Government Managers Association conference next week.

### **Reports of Town Committees/Council Liaisons**

#### **Report on Electric Vehicle Charging Stations**

Town Administrator Davis reported that he was working with Electrify America to identify opportunities for constructing a vehicle charging station in Middleburg that he believed would address the Council's concerns. He noted that he was currently looking at possible sites. Mr. Davis opined that the conversations with Electrify America were positive and reiterated that he was looking at all available options. He advised that he would return

with a recommendation as needed. Mr. Davis noted that Go Green member Lynne Kay prepared a report on electric vehicles and volunteered to share it with the Council. Mr. Davis advised that he was uncertain whether the Town would be selected to participate in Electrify America's program; however, he believed they saw value in Middleburg.

Councilmember Leonard-Morgan thanked Councilmember Miller for his assistance in moving this option forward and noted that Go Green had applied to Electrify America over a year ago.

**Consent Agenda**

- (a) Approval of Minutes – May 23, 2019
- (b) Resolution of Support – City of Virginia Beach
- (c) Assignment of Refuse/Recycling Contract to Bates Trucking, Inc.
- (d) Acceptance of Donation – Middleburg Garden Club

*Councilmember Miller moved, seconded by Vice Mayor Kirk, that Council approve the consent agenda as proposed.*

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

No – N/A

Abstain: N/A

Absent: N/A

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

-----

**Action Items**

**Establishment of Step Pay Scale for Sworn Police Officers**

Town Administrator Davis reminded Council that the Town's merit pay system was based on employee evaluations, which was designed to encourage excellent work. He suggested this was a challenge for the Police Department as the officers' work was generally routine and noted that their goals were to keep the public safe, to respond to emergencies, to build community awareness and to be there when needed. Mr. Davis advised that the Chief did not want them to feel like they had to produce metrics. He noted that many law enforcement agencies were going away from merit pay and were moving to a step pay scale so there would be growth opportunities. Mr. Davis advised that Fairfax was now using a step scale system, Loudoun County was implementing one starting in July and Purcellville and Leesburg were considering it. He stressed that such a system was used for recruiting purposes. Mr. Davis reported that what was being proposed was that the officers would receive a 1.5% step increase every other year, plus whatever COLAs were given annually. He advised that under this system, the officers would no longer be eligible for merit increases.

The Council held considerable discussion about this proposal. Some members expressed concern that such a system would de-motive officers if ones who were performing highly received the same step increase as an officer who was an average performer. They also expressed concern about the budget implications if long-term officers continued to receive step increases. While they expressed interest in it, the Council noted the need for more information. They asked the staff to provide information on how much the police officers' wages had increased over the past ten years; what an officer's full salary and benefits compensation package would look like over a twenty year period if this was implemented; and, the cost to recruit a new officer and how often this occurred. The Council questioned how the step plan would relate to an officer's performance review and to the process for managing the employees.

Town Administrator Davis suggested the staff also provide information on what other jurisdictions were doing. He noted that surrounding jurisdictions' starting pay for officers was increasing for recruitment and retention purposes and advised that while Middleburg did not have to match it, it did need to be competitive.

It was noted that a year ago, the Town performed a compensation study and adopted a compensation model. The Council questioned why they were now being asked to change it.

### Request for Proposals – Economic Development

Business & Economic Development Director Gaucher reminded Council that one of their priorities was the development of a long-term economic development strategy plan. He reported that the Economic Development Advisory Committee (EDAC) reviewed and recommended the draft Request For Proposals (RFP) that was before the Council. Mr. Gaucher noted that it could be broken into four components – analytics and data; an action plan for a long-term economic development strategy; metrics to define success; and, the identification of any required resources.

In response to a Council inquiry, Business & Economic Development Director Gaucher advised Council that a review panel would review the submissions that were received. He noted that how quickly they could go through them would depend on the number; however, he anticipated it would take one to two months.

The Council held some discussion as to whether this was necessary given that the Town had a Business & Economic Development Director and EDAC. Some members expressed concern regarding the number of RFPs the staff was currently handling, including the branding one.

It was noted that this project was something that has been in the budget for several years. It was further noted that EDAC felt they needed help in identifying a long-term strategy. Town Administrator Davis confirmed the staff could handle the RFPs that were out; however, he opined that it had reached its limit with this one. He noted that the economic development and branding RFPs would feed into each other.

In response to an inquiry regarding the difference between branding and an economic development strategy, Councilmember Miller reminded Council that branding related to the consumer, whereas an economic development strategy related to businesses.

Mayor Littleton expressed concern that the draft RFP did not contain anything about businesses, which was the primary effect; but, rather was a list of secondary effects. He suggested it should clearly state that the desire was for an action plan to support existing businesses and to recruit new ones.

Town Administrator Davis suggested the staff could state the ultimate purpose more clearly in the RFP. He noted that it was identified in the later pages; however, it was not summarized well in the beginning.

The Council held some discussion regarding the consultants that would be targeted to receive the RFP. The staff noted that they identified a list of twenty firms that could do this type of work, some of which were regional and some of which were national.

*Vice Mayor Kirk moved, seconded by Councilmember Miller, that Council accept the recommendation of the Economic Development Advisory Committee that the Town Council approve staff to move forward with the RFP process to secure the services of a consultant to produce a long-term economic development strategy for the Town, incorporating the additions that were mentioned in the Town Council meeting tonight.*

Vote: Yes – Councilmembers Kirk, Bernard, Daly, Hazard, 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**

### **Options for Mosquito Control**

Town Administrator Davis advised Council that Loudoun County did not deal with nuisance bugs; however, they did contract with a firm with regard to the West Nile and Zika viruses. He reported that he reached out to that firm and advised that the representative's observation was that Middleburg's problem with mosquitos was on private property. Mr. Davis explained that they bred in ivy, flowers, bird baths, etc. He reported that the firm recommended the Town conduct a public education campaign. Mr. Davis noted that they also identified some organic products that could be used to prevent breeding. He advised that the staff could explore a treatment/spraying option to address flying mosquitos if the Council desired; however, he opined that a public education campaign was the key to addressing this issue.

The Council agreed that if the cost was reasonable, the staff should purchase enough tablets to prevent the breeding of mosquitos to distribute one per household. It was noted that they could be purchased online or the Town could purchase them through the State contract at a very reasonable cost. The Council directed the staff to begin a public education campaign and to include information in the water bills, in the weekly newsletter and on the new website. They asked that they return with the cost to do a treatment/spraying.

## **INFORMATION ITEMS**

### **Strategic Initiatives Review – Branding Project**

Town Administrator Davis reported that he and Councilmember Miller were working on the RFP. He advised that the Town would provide the best information available to the design firms so it could get the deliverables it wanted.

### **Middleburg Community Charter School**

Mayor Littleton thanked the Council for the donation toward the cost of hiring a recruiting firm and announced that a new principal had been hired. He noted that this individual had been a principal at other charter schools.

### **Loudoun County Comprehensive Plan Update/County Relations**

Mayor Littleton reminded Council that the Board of Supervisors was scheduled to vote on their Comprehensive Plan update on June 20<sup>th</sup>. He further reminded them that five of the seven towns in Loudoun County had Joint Land Management Areas (JLMA) that touched their borders. Mr. Littleton noted that the purpose of the JLMA was to encourage growth in those areas, with the towns providing utility services and annexing them once they were built out. He reported that within the past week, the Board of Supervisors voted, without having consulted with the Town Council, that Leesburg would no longer be allowed to provide utility services within the JLMA adjoining them. Mr. Littleton noted that Leesburg constructed their treatment facilities to the size necessary to serve that area. He advised that in addition, after the County historic commission denied a request to demolish a historic building in Aldie, the Supervisors voted to amend the historic district boundaries to remove the building from it so they could demolish the historic building and construct a fire station in its place.

Mayor Littleton advised that during the recent COLT (Coalition of Loudoun Towns) meeting, the members expressed concern about the effect of the Board's actions on the working relations with the towns. He further advised that COLT agreed to write a letter to the Board suggesting the need to improve those relations. Mr. Littleton explained that he wanted to raise this with the Council before he signed the letter. The Council agreed with the need to send a letter. Mayor Littleton advised that he would send the members a copy of it.

The Council noted that the members of the Board of Supervisors would all be up for re-election this fall.

Middleburg Strategic Finance Committee

Town Administrator Davis reported that the Middleburg Strategic Finance Committee (MSFC) meeting held last week was a positive one. He noted that the economist hired by the Town and Davenport both provided reports to the Committee. Mr. Davis advised that at the Committee's request, Davenport was working with the staff on the General and Utilities Funds in order to provide a comprehensive approach to the Town's finances. He noted that the Committee would get their report in August or September and opined that they would then recommend some financial policies to the Council for their consideration this fall.

**Closed Session** – Acquisition of Property and Disposition of Property

*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 the Asbury Church; and (3) the disposition of a portion of a public right-of-way. 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, Martin Crim and Will Moore for all of the items and Rhonda North and Jamie Gaucher for the first two items. 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, Hazard, Leonard-Morgan, Miller and Pearson

No – N/A

Abstain: N/A

Absent: N/A

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

---

Prior to entering the closed session, Mayor Littleton called for a five minute recess of the Council.

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** – Land Purchase Contract – Nathalie Kaye Property

*Councilmember Miller moved, seconded by Vice Mayor Kirk, that the Town Council authorize the Mayor to sign a Purchase and Sales Agreement, in general conformance with the draft agreement attached to the June 13, 2019 memorandum, for a portion of property owned by Mrs. Nathalie Kaye, located at 100 N. Madison St., for Town Hall or other public uses. Councilmember Miller further moved, seconded by Vice Mayor Kirk that Council authorize any edits needed to the Agreement as agreed to by the Town Attorney, Town Administrator, and property owner.*

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

No – N/A

Abstain: N/A

Absent: N/A

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

---

**Council Approval** – Issuance of RFP for Disposition of Asbury Church

*Councilmember Pearson moved, seconded by Councilmember Hazard, that the Council direct the staff to proceed with the Asbury Church RFP as directed.*

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

No – N/A

Abstain: N/A

Absent: N/A

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

-----

There being no further business, Mayor Littleton declared the meeting adjourned at 8:47 p.m.

APPROVED:

\_\_\_\_\_  
Trowbridge M. Littleton, MAYOR

ATTEST:

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



## June 13, 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:** We will call the June council meeting to order. First item Pledge of Allegiance.

**Everyone:** [Pledge of Allegiance]

**Bridge Littleton:** All right. Next item we'd like to recognize one minute of silence for the victims of the Virginia Beach shooting. So if everybody won't mind bowing their heads. [moment of silence] All right. Thank you. Sorry I said a minute I meant a moment. Apologize. Next item is Roll Call.

**Chris Bernard:** Chris Bernard.

**Kevin Hazard:** Kevin Hazard.

**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:** Rhonda North, Town Clerk.

**Martin Crim:** Martin Crim, Town Attorney.

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

**Bridge Littleton:** All right. Next item is public comment. Is there any member of the public who would like to address the Council on any matter? And we will close public comment. Next item we have no public hearings, no special recognition tonight, public presentations. I would actually just like to make a quick public presentation and let everyone know that in our midst we have of American Legion Post 295. The new historian Kevin Daly. [applause] I'm looking forward to the first edition. OK. Next item is the May staff reports. Stuart, you ready?

**Stuart Will:** I am. Good evening.

**Bridge Littleton:** Good evening sir.

**Stuart Will:** Yes. Anyone have any questions?

**Bridge Littleton:** Does anyone want to ask Stuart about Well 4.

**Cindy Pearson:** How's it going?

**Stuart Will:** We're still waiting on the programming to get done and seen some stuff back and forth e-mail wise about they have the router installed necessary to get the communication going between the computer and our guy remotely and something failed to operate on it or failed to hook up. So I'm gonna pursue that with Shenandoah Technology that they installed the router and set it up somewhat to pursue that with them trying get to the bottom of it and get it going.

**Cindy Pearson:** Thank you.

**Stuart Will:** Yes ma'am.

**Darlene Kirk:** Thank you. Are these flash rainstorms we are getting are they causing us any problems? When we get a lot of.

**Stuart Will:** Potentially when it's a good deal of precipitation we're going to obviously have more flow in out wastewater treatment plant and power outages but other than that for the most part no.

**Bridge Littleton:** Any live questions for Stuart? Mr. Davis.

**Danny Davis:** If I may just Stuart mentioned here that we pulled the membranes on the number two train and I know Peter had a chance to come down and see that process and it's a very dirty job where to help [multiple speakers]. Gentlemen stand up there and they pull stuff out and they spray it with a hose and they pull stuff out and throw it in five gallon buckets. But if you can give the numbers better than I can but the permeability the ability of the system to actually then process the wastewater so much more efficiently after that was done is amazing to see that the graphs and the change in an efficiency.

**Stuart Will:** Yeah yeah I can verify that the trans membrane pressure it's a negative pressure value based off of pressure basically atmospheric pressure and then the pressure at which the water is coming through the pipe had been running at approximately 2.6 on this particular membrane at a given flow rate which was 80 gallons a minute. It is now running at about 1.6. That same flow rate that gives us it's more efficient in power consumption and then it also gives us a greater range to where we if we have to turn the plant up to deal with incoming flow we can get more flow out of that membrane. And consequently we are also my counterparts in the Clark County are in the process of replacing the membranes identical to what we have here. And I am going to take a field trip and gain a little knowledge on that so that I'm going to have a pretty good idea of what's going on when we have to do that here.

**Bridge Littleton:** Awesome. Yeah. Kevin.

**Kevin Daly:** With the increase efficiency in the cleaning of that membrane will that cause a drop in personal cost for water, homeowners.

**Stuart Will:** Not water. No not at all. We're saving a little bit of electricity when it runs more efficiently. [off mic] Yeah.

**Peter Leonard-Morgan:** Actually I was going to say earlier before Danny. No not at all. I want to thank you for showing me around and I think it's a great education for all of us if we haven't anyone hasn't been. It's fascinating and to see what happens there and those guys that you had your company I think.

**Stuart Will:** Correct. Yes sir.

**Peter Leonard-Morgan:** I mean it is a dirty job but it's amazing to see what they're doing. And fascinating really. Really appreciate that.

**Bridge Littleton:** Any other question for Stuart? Stuart, thank you very much.

**Stuart Will:** Awesome. Thank you. Have a good evening.

**Bridge Littleton:** Next is Rhonda.

**Rhonda North:** Thank you Mr. Mayor. It's that time of year to start thinking about organizing the annual volunteer reception. Last year we had it on the 5th Tuesday. I think that worked very well because folks don't usually have meetings scheduled on a fifth Tuesday. We are fortunate to have another fifth Tuesday again this year. So that would be October the 29th. The parish hall is available. So if that meeting that date works for the council I'll go ahead and lock that in and we'll start start planning for that event.

**Bridge Littleton:** Anybody have any issues with October 29.

**Rhonda North:** Okay good. Then we'll move forward

**Bridge Littleton:** And Rhonda, what's your theme?

**Rhonda North:** Mardi Gras.

**Bridge Littleton:** Oh God.

**Rhonda North:** Mardi Gras.

**Bridge Littleton:** Are you gonna have a hurricane machine?

**Rhonda North:** Okay. I am pleased to report that we now have CP Connect up and running the system we've now designed it. We will incorporate it with the web site next week. Jamie actually is already using the the business portion of it but they've been you know we're sort of the guinea pig for them. They've been very responsive when we've pointed out things that would make our life easier with the system. And they've been very quick to respond. So I think we're going to be very pleased with it in the end.

**Bridge Littleton:** Are you guys very satisfied with Civic Plus as an organization?

**Rhonda North:** Overall. Yes.

**Bridge Littleton:** Okay.

**Danny Davis:** And I'm going to interrupt her report real briefly to just give a really big shout out to Rhonda because the CP Connect idea if you recall we brought it to you three weeks ago at your last meeting and that was probably only a week or so after we had really started talking with them. And so within a month's time she has been scheduling trainings, implementation, coordination meetings. Rhonda is really just I mean taking this ball and run with it incredibly. And so I just want to let you know that I really appreciate her work on this because a month ago you know six weeks out from launching the web site we were still figuring out the best way to take citizen concerns, complaints, do we do a form or this or that and all of sudden we have a new system that I think is going to serve us very well into the future. So kudos to Rhonda for really taking this and taking it as a great project and bringing it to fruition.

**Rhonda North:** Thank you. Thank you. And you know the good thing is it's not just for the web site when citizens call in or when they walk in we can log that and we can give you all reports on the number of citizen inquiries that we've responded to. We can go down to the type of issue and we will even have a telephone number that folks can call in and the CP Connect system will record the issue and set it up that you know is a service request in the system. It really is going to be very helpful to the staff. And then the last thing is web site. We will be doing training

Tuesday, Wednesday and Thursday of next week. So most of the staff will be in that training during those three days. And the plan is at the end of the day on Thursday, we'll do our soft launch.

**Bridge Littleton:** You're going to let us have the administrative codes right? [laughter] Right exactly. [inaudible] Anyone have any questions for Rhonda on her report? Yeah.

**Peter Leonard-Morgan:** Well Rhonda soft launch. What does that mean exactly? I mean it's not public yet at that point right?

**Rhonda North:** No it will be public. But we're really not going to do any press releases or anything like that right away and we're going to know take a week or two to try to work out any little bugs that we may find and things that we say oh you know we forgot. And then in July we'll actually do a press release and formally start to to announce to folks this is our new system. This is how it operates. These are the features that type of thing.

**Peter Leonard-Morgan:** And also I noticed about COIA training. I can't remember if I did mine or when I've done it. Will you help me?

**Rhonda North:** Sure.

**Peter Leonard-Morgan:** Remind me.

**Rhonda North:** Yes.

**Peter Leonard-Morgan:** I don't get [inaudible]

**Bridge Littleton:** You know. So quick question about the soft launch. I mean you know and I've seen things like this before. I mean all of us here. I mean I think what the idea is the soft launch is to actually have people on the inside like us all try and go in and try to break it. You know click buttons move stuff around, jump all over the place see if we can make it fail write down what those failures are and let Rhonda know. So is that stuff you want us to do?

**Rhonda North:** Oh absolutely great.

**Danny Davis:** And we would in a sense ask the public the same thing. Right. I mean go go and find areas that you know if you're trying to pay your water bill and you can't find the information you're looking for. Do we need to make it more clear. I mean that's it's a it should be static in many ways because we don't want to flip flopping every two weeks but it's also an organic evolving site. And it's simple to add the functionalities or tweak things if we see it differently than the daily users might see it.

**Bridge Littleton:** You got to be careful though because people get used to it. When you change that's what you get up.

**Danny Davis:** Agreed. Agreed.

**Bridge Littleton:** All right. Any other questions Rhonda. Rhonda thank you. Economic development. Is this right? Yeah.

**Jamie Gaucher:** Thank you Mr. Mayor. In addition to my regular report, I provided a memo that calls out four specific things that I wanted to bring to your attention this evening. First one is the Visit Loudoun memorandum of understanding. I've met with two members of the council when we revised a set of deliverables for Visit Loudoun and we've shared that with Beth. She's going to be here in two weeks for the 27th. So we hope to have a finalized version of that. The second one was last week we had our second digital literacy event at the National Sporting Library and Museum. We had 32 people in attendance and we had presentations from Visit Loudoun and from

Loudoun County Economic Development and from Council Member Chris Bernard. And we put together a survey and we don't have all the responses yet but as soon as we do I'll share that information with you all. We're also working on Oktoberfest. Middleburg Oktoberfest. Right now we expect it is going to be September 21, 2019. We have a meeting with our cultural and community events committee next week to go through some of the details and talk about some of the budget that we're putting together for that. And then the last thing of course later on this evening we're going to be talking about an RFP connected to the development of a long term economic development strategy for the town. If there's anything else that you'd like to talk about. I'd be happy to answer your questions at this time.

**Bridge Littleton:** Does anyone have any questions for Jamie? So Jamie let me ask you a quick question. Oktoberfest. Have you guys talked to Lovettsville?

**Jamie Gaucher:** Not directly. No I haven't.

**Bridge Littleton:** So you know that Lovettsville for about twenty five years now as had the Oktoberfest of Lovettsville.

**Jamie Gaucher:** Yes

**Bridge Littleton:** You realize it's the weekend after ours.

**Jamie Gaucher:** Yes correct.

**Bridge Littleton:** And they get four to five thousand people.

**Danny Davis:** They get 15 to 20 thousand people.

**Bridge Littleton:** Is that how much it is?

**Jamie Gaucher:** Yeah. 12 to 15 was a number I saw.

**Bridge Littleton:** So how do we compete with that?

**Jamie Gaucher:** I don't think we compete with that. We are using a number of twenty five hundred. I don't think this is going to be an event of scale like Christmas in Middleburg.

**Bridge Littleton:** I don't mean that, I don't mean that I mean my question is is it. So if I you know do I want to go to two Oktoberfests in two weekends back to back. Probably not. You know. So if I'm going to go to one of the other, I'll probably go to the one I've always gone to which is Lovettsville.

**Darlene Kirk:** [off mic]

**Chris Bernard:** [off mic]

**Bridge Littleton:** No, no I get all that I just you know, they've got I mean this that's their thing. I don't know, it just came to the top of my mind, I'm like wait a minute.

**Danny Davis:** If I may, I think the committee discussion around that we can bring that up at the committee discussion. It did come up to a degree. I think this is the idea floated around that had the most legs to it and there's still some to be developed and to figure out what long term that looks like but you know we've our goal has been working with that committee to refine ideas, Old Ox has taken this as a strong partner. [off mic] Yeah. And they see it as a great opportunity and we think it blends well with Art in the Burg and builds a lot of momentum around an

event that was already going to occur that weekend. So your point well taken I think the committee can discuss that next week as well. Listen I think it'll be a different event.

**Peter Leonard-Morgan:** I really think we'll try different people. We're so far away really from Lovettsville, it's 45 minutes away and I can imagine us getting locals and folks from west of here and south of here. I don't I think personally it'll probably be OK. Actually very good.

**Jamie Gaucher:** I would like to bring a more detailed report to the council at the next council meeting after we have an opportunity to sit down with our committee and put some meat on the bones. But yeah. So this is going to be live music. This is going to incorporate any and all local restaurants that want to participate. Currently we have an event where the first keg would be brought into town on a horse drawn carriage and we would ask and we would ask you to tap the first keg as the mayor.

**Bridge Littleton:** I am neither qualified nor licensed. So here's the request I have.

**Jamie Gaucher:** Yes, sir.

**Bridge Littleton:** We need to reach out to the town of Lovettsville and make sure this does not create a relationship issue. This is their one signature event and Oktoberfest is something that's very unique. Right it's not like a food festival. It's Oktoberfest. It only happens in September. I'm not saying we won't do it or whatever but I would hate to be a town that throws out an event like this one week before theirs without even having consulted them in advance. Right. So that's how we maintain a good relationship and they may say hey no problem you're 45 minutes away we don't even care. They may kick up a huge dust, right. I don't know. If it is then we have to figure out maybe it's what was that thing Rick was calling it? [off mic] Shucktober. [inaudible] Maybe it's same weekend same festival but maybe it's you know I don't know. Like I said, just coordinate with them. Yeah, Kevin.

**Kevin Daly:** From my experience, when I was stationed in Germany September was Wine Festival time and then you had the beer time in October. [off mic].

**Darlene Kirk:** Yeah well one of the things the committee talked about was we were gonna bring in food trucks to go on the back street but we also were going to talk to the wineries about possibly setting up to have taste of different wines.

**Bridge Littleton:** You know my only comment and I think it's a great idea. The only question I had was you know [off mic] yeah let's not hurt them and make sure they be on board with it. You know. It's all about relationship. [off mic] Exactly, I mean there might be a co-op and there might be a collaboration there. Right. We're mini fest they're big fest. I don't know you know. OK. Anybody have anything else for Jamie? Ok, I'm making it up as I go. Jamie thank you. Thank you. All right. Next one is Tina. All right everybody, get out your questions.

**Tina Staples:** I am ready. Do you have any questions?

**Bridge Littleton:** Any questions for Tina. Going once, going twice. Okay. Chart 34. Subline 9. No, unless everyone's good. I think we're good. OK thanks Tina. Wait till next time. You know what? She came prepared the first time. it's gonna be the third or fourth time where she's not expecting it. Will, sorry.

**Will Moore:** No, thank you. Couple of things to highlight from my report. Comp plan the open house I think went very well to be very well received by a pretty good sized crowd that was present. Just a reminder that this coming Monday June 17th the Planning Commission is actually meeting a week earlier than normal. This one, they'll be holding the public hearing on the plan and could potentially be acting at that time to forward it to you with a recommendation for adoption.

**Bridge Littleton:** That would be awesome.

**Will Moore:** We will see how public comment goes during the hearing. I will share with you that I have received no written comments from anyone on the draft plan. I've had a few conversations with some stakeholders but nothing that I would characterize as anyone being in opposition to any elements of the plan. So that it's a good sign. [off mic] I am. [laughter]

**Bridge Littleton:** Although I hear they could use some help. [laughter] Hey, on a part time on a weekend basis as a consultant. Yeah sure absolutely.

**Peter Leonard-Morgan:** Will on that subject you probably saw the Loudoun Now article and I imagine it was bit confusing because it was and I had a few people talk to me about it. [off mic] It was wrong and it was just the grammar. I think the punctuation or the grammar.

**Will Moore:** Yeah, kind of the ordering of the headline especially created the impression that we were [inaudible] on Federal Street. Right, which obviously is not the case.

**Bridge Littleton:** Nor are we ever planning a hundred fourteen new homes period. No. No. New, right. Those have long been approved.

**Will Moore:** Right, but yes. Yeah. [multiple speakers]

**Bridge Littleton:** I mean I probably in a dozen calls. Yeah. Where are you gonna put these 114 new homes all over Federal Street. Well no they're not gonna be on. Well where are they going to go. Are you going to be annexing things. Oh god, no it's you know they put on the books since.

**Danny Davis:** Same situation. As soon as we explain that one hundred nine of those were on the Salamander property already approved it just released the concern at all so it did take a little explanation which is unfortunate. But no negative response once we were able to describe it.

**Will Moore:** Also excited to highlight that we have we have a new employee coming on board on the 24<sup>th</sup>. Este LeClair She will be our new planning and project associate. So I look forward to introducing her to you once she's on board. [off mic] She is. She is. And finally not included in my report but new to us as of today. I did receive an application I have not yet been able to process it and deem whether it's complete or not. But for new homes outside of our limits but within our extraterritorial subdivision control at the Banbury Cross Reserve subdivision. This would be at the intersection of Sam Fred Road and Route 50. So that is moving forward.

**Bridge Littleton:** How many total was it?

**Will Moore:** Its applications were 38 lots.

**Bridge Littleton:** Clustered.

**Will Moore:** Correct. Correct. The majority are clustered 31 are clustered. 7 are what they call rural economy lots which are much larger in size.

**Bridge Littleton:** Are they going to put in a communal system or do septic?

**Will Moore:** Individual [inaudible] fields for each line. And just so you understand that we do have what's called extraterritorial subdivision control within one mile of our corporate limits in Loudoun. That doesn't extend into Fauquier County. But so any subdivision of land that takes place within that 1 mile radius comes to us for processing and approval. This is a little different. The majority of the land is actually outside of that subdivision control area. But the majority of lots are within. So it was a conversation back and forth with the county on who would take the lead on processing certain parts of it. We will be taking the lead on the preliminary plat which is where the public

input. There's a public hearing required by the town for preliminary subdivision approval. The county will take the lead once they if and when they get to the construction plan stage.

**Bridge Littleton:** Could you do that. So you're going to have this with the Planning Commission their next meeting.

**Will Moore:** It will not be with. It will be an information item for them on Monday which they're meeting coming meeting, it may or may not be ready for action. It probably won't be ready for action at their July meeting. We have to act within 90 days of the time that I deem the application is complete which I've not done yet. So that's a process I'll have to work through. And then it's going to depend on how quickly technical comments come back from the reviewing agencies which are essentially going to be multiple agencies of the county and VDOT.

**Bridge Littleton:** So one thing you know I guess I got to get to understand the exact process and the timing but because we don't want to lose potential days to work with the county. But you know after our planning commission does what they've got to do you know we I think we would all definitely want to see it. I mean the biggest thing I'm concerned about is what their access points on 50 and Sam Fred Road are going to look like.

**Will Moore:** No access points on Route 50.

**Bridge Littleton:** Well that's good. OK. That's good.

**Will Moore:** There are four road connections to Sam Fred proposed.

**Bridge Littleton:** Yeah, Kevin.

**Kevin Daly:** Curiosity. The new homes, current homes. What's the enforcement now on the dangerous and neglected homes that are deteriorating. [off mic] Structures.

**Will Moore:** Right. So aside from ones that I have already made contact with the property owners on we've not initiated any new enforcement or follow up for you know one that you were probably most interested in. We plan on ramping that up when Este comes on board because she's going to be working closely with Tim on doing some proactive enforcement, proactive identification issues actually maybe not enforcement. So that will ramp back up quickly once she's on board. Yes, sir.

**Bridge Littleton:** Any other questions for Will. So we'll real quickly. Thank you and Danny for the help on whatever day it was earlier this week with the Route 50 task force. So we went and walked down with [Inaudible] and [Inaudible] and Scott [Inaudible] and Danny and was anybody else there? [off mic] And Jim Rich just to look at all the crosswalks and the you know bricks that are cracking and crumbling and the and the concrete you know borders and stuff like that. And I'm probably going to get this all completely wrong but I think that what we're going to do his next steps is VDOT is going to do an independent have an independent engineering company come in and review the original plans and make sure that was actually designed correctly. And then after that they'll do an independent engineering assessment as to whether that if it was designed correctly then was it built to the design because they shouldn't be failing a year after they're installed right. Or even within another year after they've been repaired. And then from there that'll sort of dictate the course of correction or the course of action. What the ultimate goal. [Inaudible] said was if we have to rebuild these you know we're going to rebuild and we want to make sure we do them right so they will last for the long term. Yeah. So clear. I mean there's something wrong right. Maybe it was a design. Maybe it was implantation. They don't know yet. And I just wanted to say to that we all, next time you see him you know please thank Scott for all of his effort and making sure that we little Middleburg get the attention we need on this stuff because I think without him you know a lot of this stuff would just sort of fall to there. Yeah. It's Middleburg versus you know it's just it's the pecking order. And he has really done a lot to help us out. So I just want to thank Scott for that. Did I miss anything on that?

**Will Moore:** It think that's accurate.



**Danny Davis:** As a quick tag on. I think I sent an email to all of you about the Liberty Street breaking of the concrete had another conversation both at that meeting and then yesterday with VDOT and they intend to be out here soon to patch that it will be likely just a temporary asphalt patch, but right now the concrete is breaking up in a way where it's getting smaller and smaller pieces. And then we'll see what this report comes back with. They were also considering another pilot fix projects with Liberty being the focus since it's had a couple of different breakouts but we'll see where in when that happens.

**Bridge Littleton:** You know while we're here since data that report any more something for you Will, I will get the name from Roger Vance. But there is a county subcommittee to help do and drive the forthcoming U.S. Census. And I can't remember the guy's name we met him last night at the COLT meeting but they would like every town to have a representative either from Council or from staff to sit on that committee. They're probably going to meet like once a quarter. But as you get closer to next year maybe once a month to figure out exactly how we help them touch every single household in Middleburg. It's interesting I didn't realize this. If you are not touch counted by the federal government you are not counted. So they don't do modeling. They don't do if you don't respond to the census, whatever you are you know in your household it is not counted. So it's actually pretty shocking. So no wonder it's so expensive. So anyway they would like a town representative. Will, I mean I know Danny it's up to you but they need that. If you just want to email Roger with who that is. Okay. The last thing he did asked too is as we get closer they want us to put notices in the water bills. All right. Yeah. Thanks, Will. Jay. Or AJ which is it? [off mic]

**Jay Hollins:** How are you all doing today? Thank you. I'm sorry I'm running a few minutes late in a hailstorm coming in and traffic was at a standstill. So took me about an hour 50 minutes to get in here.

**Bridge Littleton:** All the way from Upperville. [laughter]

**Jay Hollins:** All the way from Upperville.

**Bridge Littleton:** Okay. Any questions for Jay? Jay anything of note.

**Jay Hollins:** Not as of right now. Mr. Daly has information referenced that the chief wanted presented tonight. I do not have a copy of it. I have not been given a copy of it so.

**Kevin Daly:** Let it be noted.

**Bridge Littleton:** Let it be noted that AJ did not properly arm his deputy to present the council so that will be noted in AJ's record. Thank you for bringing that to our attention Jay. [multiple speakers]

**Jay Hollins:** Now Mr. Daly was gonna be presenting that this evening. [off mic] [laughter]

**Kevin Daly:** For the asking of bucks. [laughter]

**Jay Hollins:** Absolutely.

**Chris Bernard:** so kind of going back to Tina's report here. I notice that we are minus about 30 percent in parking and court fines for the year but 50 percent last month. Any insight into why that might be?

**Jay Hollins:** And I wish I could answer that for you. I do not. I do not get involved in the parking aspects that is between Chief and Colleen are the ones that are involved in that and I kind of stay out of that aspect at this point.

**Danny Davis:** We'll be happy to get you some answers there. Yeah.

**Cindy Pearson:** National Night Out. I don't see that [off mic]

**Jay Hollins:** That's set for August, 1st Tuesday of the month. And it's scheduled as usual and everything seems to be going on schedule for them.

**Cindy Pearson:** Thank you.

**Peter Leonard-Morgan:** On that subject have you nominated a council member to go into the dunk tank this year?

**Bridge Littleton:** We have nominated Peter Leonard-Morgan.

**Peter Leonard-Morgan:** I did it last year. [laughter]

**Jay Hollins:** To answer that question Peter I believe that's you.

**Bridge Littleton:** Peter, note for the future. Don't ask, direct.

**Jay Hollins:** Unless you want to go in, don't ask. [off mic] [laughter]

**Bridge Littleton:** Anybody, other questions for Jay. Okay Jay thanks. I did. I did forget to note one thing for Will actually you don't come up. I noticed a violation over the weekend of HDRC. There was a painting of a fence on Route 50 in front of the church in the Parish House. I don't believe I saw an application or an approval. Kevin could you hold up your left hand. Your right hand. [laughter] The other side. [off mic] Martin. Last but certainly not least.

**Martin Crim:** Thank you Mayor. You have my report. Only thing I would add to that is that I'm going to be on vacation from the close of business tomorrow through the end of the month. So in my stead [Inaudible] will be handling any issues that come up but I think we're pretty well squared away on most things. I stand ready to answer any questions.

**Bridge Littleton:** An questions for Martin other than where you're going? [laughter]

**Martin Crim:** We're going to Seattle. My wife and I are flying out.

**Danny Davis:** Good time of year to go.

**Bridge Littleton:** Awesome. All right thank you. Yeah.

**Danny Davis:** If we're finished with the town attorney's report I do have a few verbal things that came up after the packet was prepared if you don't mind me briefing real quickly.

**Bridge Littleton:** Sure.

**Danny Davis:** One is and this was noted in Will's report but the Chin Lane issue has been resolved by VDOT. So for those of you who may have heard from the residents down there they VDOT came and actually installed a new underground storm drain stormwater pipe under a couple of driveways and recovered it and seated it and they are extremely happy. So we are grateful. [off mic] they said they could find no evidence of a pipe ever having been there. It sounds a little strange because in 25 years the water never pooled like this before. Now it's possible with all the rain or spring has sprung. We don't know. But they didn't find any evidence. I still think there hadn't been something because there a pipe leading from that direction into a separate inlet. But regardless they installed one and it's flowing so we're happy about that. The county is beginning a new program to do outreach for the youth in the county. It's called Youth Net and I will forward to you tomorrow an email from the county with a survey that is not just for elected officials or governments but is for the entire community regarding how the county can improve youth services and activities to help youth become more engaged, resourceful and resilient. I think it's a really great idea. There was a youth initiative that began back in 2004 and it was pretty popular and did well for a number of

years but then kind of lost focus over about a decade or so. So now the county sees the importance of bringing that back. So I just wanted you to be aware especially as you reach out to your constituents here in the town and those that you know have interest in helping support the youth of Loudoun County. I also want to make sure that you are aware that Windy Hill, Kim Hart with Windy Hill is recognized by the Loudoun County design cabinet for his visionary work with Windy Hill. And it was a good day in recognition of his dedication for this many years of service to Windy Hill but also good recognition for Middleburg and the great efforts that he's done for attainable housing starting here and then spreading that of course throughout the county. Even up by Dulles Dulles Town Center. And then finally I just want to mention next week beginning on Wednesday, I'll be attending the Virginia Local Government Management Association conference and looking forward to the discussions there around communications, dealing with the census as a topic other changes facing local government. It's always a good opportunity to meet with other local government managers. And so I thank you for your support in allowing me to attend and be part of those. [off mic]

**Cindy Pearson:** I was going to say what's on the island. [laughter] [off mic]

**Bridge Littleton:** Okay thanks. Any questions for Danny? Okay great. Next item is Town Committee liaison reports and a update on the electric vehicle charging stations.

**Danny Davis:** I want to take this briefly and then we're happy to take any brief questions. Don't want to go into too many details because there are aspects that are covered somewhat that we can't disclose or don't want to disclose but essentially we are working with a company called Electrify America with the potential of finding ways to partner with them for electric vehicle charging here in the town. Very intriguing and in good opportunity that I think would address many of Council's concerns that have been raised to date in this discussion about serving the most number of vehicles possible. The question now we're beginning the phase of looking at the site or sites where this might work best and how it would fit you know in the space that they need for their systems and also that we have available, so wanted to just update council that these conversations are continuing forward. We think actually we're fairly positive in terms of the opportunity and continuing to look at all options on the table. We don't want to go down one pathway without seeing everything that's before us. We'll continue those discussions and then come back to council as needed for the next phase of that. In addition Lynn has put together a really good briefing kind of all the various electric vehicle options and styles and everything else out there. I was suggesting to Council Member Leonard-Morgan that I would email that out to you just so you have the general idea of it. [off mic] Yeah. It just so you have it in case you'd like it. We weren't going to bring it to a council meeting at this time but it is and background information if you'd like to review that. If there are any questions on this particularly we can answer what you like.

**Peter Leonard-Morgan:** Just an observation. My understanding is it's no guarantee at the moment. And I'd also like to point out Council Member Miller appreciate your help with that by the way. We'd applied to them a year ago and heard nothing. And in a couple of phone calls in the right place it was pulled up the drawer and dusted off and thank you very much for that. So as you said we are looking at other options still but I think this is a potentially wonderful for the town. It also, well that's what I'll say right now.

**Danny Davis:** And to Council Member Leonard-Morgan's point it is it is still uncertain that we would be selected yet the fact that we're talking with them means that they see value in Middleburg which is good. You know there is value in us being close to the. We're in the D.C. metro area. We're the destination where people would come and utilize their services. So I'm very excited about the opportunity.

**Bridge Littleton:** All right. Any other questions for Danny on the electric charging item? OK. Next is the consent agenda. Does anybody wish anything to be removed from the consent agenda. All right. Is there a motion.

**Philip Miller:** I move that we approved the consent agenda as presented.

**Darlene Kirk:** Second.

**Bridge Littleton:** Any discussion. I just want to add one thing. I want to thank Peter for asking and driving that we do the resolution for Virginia Beach. I really appreciate that. OK. All those in favor say aye.

**Everyone:** Aye.

**Bridge Littleton:** Opposed, abstentions. Consent agenda passes. Thank you. All right. Next. What's that? Oh sorry. Next item is establishment of a step pay scale for sworn police officers. So before we get into this, just quickly this is a very I don't want to say very complex but it's it's important. It is complex there's a lot of pieces to it and it's a long term kind of thing. So I've asked Danny to really you know let's take our time make sure we discuss this fully understand it and also just to make sure that if we need more time you know we can take as much time as we need because we want to make sure we get this absolutely right. So with that Danny.

**Danny Davis:** Thank you and I'll intro briefly and then I know Council Member Daly has maybe some comments as well to share from A.J.. The discussion really began about when council has put into place an employee handbook a merit pay system of course and that's based on employee evaluations and employee assessments which is a great system to have and it encourages excellence and above and beyond work on behalf of employees. The challenge facing law enforcement agencies and it's not just law enforcement is really most public safety, maybe firefighters and sheriff's deputies, police officers is much of their work is extremely routine. There's only one way you can put on your bulletproof vest. There's you know it's kind of a yes or no toggle switch instead of being a one to five scale. There are various and of course many different aspects to their job that that can be rated on a scale whether it's dealing with the public or how they interact and handle certain situations. But we also are very cautious that we would never want to be in a situation where there's a feeling of a quota or certain metrics that we're trying to hit in terms of how many tickets did you write in this month or how many arrests were made. Their goal honestly in law enforcement is keeping the public safe, responding to emergencies building the community awareness and and being there for people when they need them. And so as a result of that many law enforcement agencies have begun to step away from a merit system where it is a ranking of one to five and instead help or identify a pay scale system that gives a little bit of assurance to officers when they take the job that there is growth in their job. There are growth opportunities both in terms of pay and also potentially in terms of position and other places around us have either gone to this already or looking to go to a similar type system where there may be. [off mic] I know definitely Fairfax County uses this. A.J. would have a lot more information on the other ones. Loudoun County is going to it I believe this current fiscal year. I believe the transition takes effect July 1 and that's for Fire and Rescue and sheriff's office. I can get more info if you like. I believe my understand is Purcellville and Leesburg are both looking at it and wanting to get to this place as well. The idea again part of it being for recruitment purposes you can point to a scale and say we know as a police officer you may be starting at a certain point but if you build longevity with the town there are steps that come with that in terms of what we're proposing, it's an every other year one and a half percent bump. So they would not be eligible for the whatever merit increase is put in the budget for other employees. but they would have that step that would come every other year on top of any cost of living or market adjustment. So that being said we've put together a proposed idea and a proposal of a draft pay scale as an idea for your consideration decision tonight is not needed. Definitely could be done if you'd wish. But we're definitely happy to have further conversations with you when the chief is back in town or at the next council meeting.

**Bridge Littleton:** Kevin. Oh I thought you wanted to. OK.

**Darlene Kirk:** He was picking me. I just want to say at one point about 15 years ago we had this we had step scale for all employees just so you all know that. For town employees as well as the police. But it's been a long time. I just thought I'd mention that.

**Bridge Littleton:** Kevin.

**Kevin Daly:** This is something I'm familiar with both civil service and military does the step program. With police officers every year. How many times do you go out for training in the course of one year?

**Jay Hollins:** How many times do we go out for training?

**Kevin Daly:** Yep.

**Jay Hollins:** I couldn't even count. We go out firearms twice. Each officer is required every two years to put 40 hours of in service plus any other training that is required of the [inaudible]

**Kevin Daly:** So basically what I wanted to point out every year they're getting additional training and experience. And when you have this is small force outstanding people. You're going to start shaving or losing folks for retention because they are outstanding and they may not see that reward coming to them. The plan that AJ presented and he talked to his officers about it when we talked about how much will it cost in the long run it actually cost less. But he was pointing out it would be a savings for the town if the accepted method to score the expectations that we currently have when one cannot get higher than what is expected as move to five. This much of the staff would have qualified for an increase with the current system. That's everybody on the force and that would be at least a two percent maybe even higher. If the average increase is 2 percent that adds an additional 2 percent to the police department salary line for each officer that would now qualify. However having this program half the police department is eligible for 1.5 percent raise every other year will actually. We'll save each year. They know that there actually would be paid a little bit less than that 2 percent that they would get almost like every year. But it gives them that sense of security knowing that in X number years as I gain in experience this is how much I'll be making as opposed to I'm not sure what it will be. It could be higher it could be lower but it gives them a very clear path as to what they're going to have as time marches on.

**Kevin Hazard:** Reading not the proposed, the example scale. So it's a step one cost of living step two. Am I reading that that's over is the step every year every other year?

**Kevin Daly:** Every other year.

**Kevin Hazard:** Every other year and the cost of living is every year.

**Kevin Daly:** If that's what the town is coming up with and if that. [off mic] If that changes. [off mic] And if that changes this is on an Excel spreadsheet and as the COLA changes the [inaudible] across the line to change.

**Bridge Littleton:** [off mic]

**Kevin Hazard:** So essentially, I'd have to run the arithmetic but.

**Bridge Littleton:** [off mic]

**Danny Davis:** And that assumes Council approves a three percent COLA that COLA may be 1 percent some years and maybe 2 percent some years.

**Bridge Littleton:** [off mic]

**Danny Davis:** Every other year. [off mic] Every other year. Correct.

**Bridge Littleton:** [off mic]

**Danny Davis:** Well I mean. [off mic] Come on up Jay.

**Jay Hollins:** With you with these steps it gives those officers that have the opportunity to move up and take on more responsibilities the guarantee that they are going to get something for their efforts and for what they dedicate themselves to with the department. I know myself, I'm the firearms instructor on the radar instructor, I do the all the setup all the trainings. I take care of all the reports and everything as far as that goes. And based upon all my extra things that I do that I'm certified through the state to do for this department this gives me the opportunity to know

that at least if there is no COLAS or anything else that I have the opportunity to still move up and to keep me wanting to be a part of everything where in some cases if you don't have these extras, there's nothing keeping those skills here.

**Bridge Littleton:** So let me ask a quick question then. So I totally get on the upside. Right. That's great. But what about the downside? So right now we have a great force. But let's say one person retires or hires somebody who's a lackluster performer and you take on all these extra duties and responsibilities as the hero that you are. And he doesn't do anything. You asked him to do extra things, says nah, I'm not doing extra stuff. He also gets the same 1 1/2 percent that you get. Is that actually demotivating to you?

**Jay Hollins:** I'll be honest with you. Yes it can be because of the fact that I feel like with it I'm getting what I have worked for what I have earned and to see somebody that doesn't have those responsibilities being able to let's just say, just get by. Get by with. [off mic] Get by with their minimal and unfortunately you're going to have that with just about any position any department anywhere. You're gonna have those that. My goal as in my position is not to allow that to happen. My goal is that everybody in the department will have a responsibility or two that they have to do and that they will uphold. I have like I said I am also in charge of all the property, the custodian, investigations, everything. And my goal is to eventually start passing some of things things off in order allow others to be able to move up and take on responsibility so that I can focus more on mine. I've got so many that it's hard for me to focus all the time.

**Bridge Littleton:** Sure. I think the thing is that that assumes that you're always going to have a staff who's always willing to take on more things. You will. [off mic] well but to a degree right they have a position description.

**Jay Hollins:** They have a choice you know, but these are going to be expectations of them if to be in, to stay with the department that you either you do these things and you become a part or whenever or there's you're not going to gain.

**Bridge Littleton:** Hang on one sec. We've got three people with hands up all at the same time. Darlene was first.

**Darlene Kirk:** [Off mic]

**Jay Hollins:** Six total.

**Darlene Kirk:** [Off mic] chief. Thank you sir. I think any chief that we've had would not hesitate if he saw someone slacking, and yourself as well would not hesitate to bring it to council and say we're going to let this person go for not being a team player.

**Jay Hollins:** I don't think you'd be a you know a good supervisor or a good chief or whatever if you were allowed ones to just skate by and not become a part. I mean it's a small department. Everybody has to pull together, and that's why like I said my goal is to start to pass off on some of these things and to allow others to be involved because I believe that the more that others are involved the more than they will want to be here. And I just you know I can't keep it all up as far as that goes.

**Kevin Daly:** It's also pointed out for retention it's a leadership thing that our officers have their evaluation every year. And if someone is not coming up to task or meeting standards they're placed on probation. This pay scale does not guarantee that every officer will move up. If you have a sub performer they are worked with to get their performance up. If they fail to get that performance up then they can be released.

**Bridge Littleton:** But what do you do if you just have an average performer? Not sub par.

**Jay Hollins:** [Inaudible] is set up that it's if you're a sub performer and you're not getting the numbers on your performance reviews you don't you don't qualify.

**Bridge Littleton:** No, I'm not talking about that.

**Jay Hollins:** For the extra every other year [inaudible].

**Bridge Littleton:** You're doing average. You're doing average.

**Jay Hollins:** I believe that you have to be above average in order to get that.

**Bridge Littleton:** Well this says you have to be on a disciplinary improvement plan which means they're falling below expectations, but somebody who's just barely meeting expectations. Yeah.

**Danny Davis:** If I may, a couple of pieces with this. First, we do have probationary periods when we hire new employees and so if there is someone who comes on board and is not the right fit we have the opportunity to take care of and part ways, honestly, as necessary. We do have opportunities for disciplinary actions if someone is not performing in that way. If someone's average and skating by that becomes the leadership's challenge and goal to motivate and encourage and also to demonstrate to them the importance of when you're in a small place these are the expectations. And it may be the chief has to set more clear expectations for that person that may not be performing, may only be at a barely skating by level to give them a chance to say yes I can do this. Or if not that may lead to discipline which then leads to not being eligible for this.

**Kevin Hazard:** Somebody with better arithmetic skills could check, but I'm curious how much of our wages have gone up in the police department the last 10 years. With this scale if somebody meets everything we're now it's almost 50 percent higher after 10 years. Are we going to price ourselves out? I'm more curious than anything else. I mean I think this needs to be looked at with a view to historical and look at it. Let's do it over a 10 year period. Check it against the 10 year period, so we're not in a situation you know all of a sudden. It is a budget you know?

**Bridge Littleton:** Yeah. I mean I think to your point Kevin we need to really understand the fiscal impact because it also factors into how much we pay into retirement, right? The contribution for that, the contribution to insurance, all that kind of stuff. So I mean I get the you might actually be getting a little bit less than your pay average or whatever but what does it do to retirement? [Off mic]. Yeah, the full the full gambit. Yeah, benefits. Yeah.

**Kevin Hazard:** Saying saying that I think I think it's a good idea and step [inaudible] you know, it works. But let's just make sure we get the numbers right so we're not pricing ourselves out.

**Jay Hollins:** As far as retirement what this guarantees is that the officers have in their VRS based upon our first the highest three years is what their retirement is based upon. What this does is it guarantees them basically this X number of dollars at their time of their retirement that they can rely on this amount that this is what they know that they are going to be if they continue on, and it's something that they have to look forward to in their positions. And then if they move up into another position they know that this is something that I have to look forward to. So like I said it's based upon you know with this it's a guarantee for the officers based upon their highest three years towards their retirements and VRS.

**Bridge Littleton:** Sure and I think what Kevin's saying we need to understand what that kind of fiscal impact is because right now you guys are on a certain pay scale with COLAs. Does the certain Pay scale with COLA and now something else, so there's got to be that match to it. So okay. [Off mic]. And then it keeps on going. Yeah yeah yeah. No, I mean I don't think it'd be hard to model what a 10 year outlook looks like on still having six full time staff.

**Danny Davis:** Sure [inaudible].

**Bridge Littleton:** What'd you say Chris?

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

**Bridge Littleton:** Or yeah do it by 20. I mean absolutely. Yeah. Yeah exactly. Yeah.

**Chris Bernard:** Just another point on that I think to your question about kind of the average performer or the sub performer, I've never seen a compensation plan that eliminates the need for management and coaching. [Off mic]. So I think that that kind of falls on us to make sure that their leadership is strong enough. AJ's job and Jay's job that they manage that. I mean that's a people thing. [Off mic]. So I think if the fiscal impact makes sense I think it's a great idea.

**Bridge Littleton:** Philip.

**Philip Miller:** So we just did a compensation study not too long ago. How does this ladder up to that and how does that work within that study and what we had decided we were going to move forward with for each of these positions? That's my only question really. I mean I get the vision for the department and the motivation behind it and I think that that's all good. I just want to know how that relates and then I think what I'm hearing on several levels is management and coaching. How does this all relate to the process for you know managing the employees and performance reviews and evaluations, et cetera?

**Cindy Pearson:** I have a question on if for some reason Lord forbid that we ever get to that point where we can't pay COLA, we can't even afford to give them the steps is there something in this that little whatever that takes care of that?

**Danny Davis:** Right. The employee handbook and the step program is always at the Council's discretion. I believe that it gives me authority to implement certain things, but this is the kind of thing where council could come back and say we can't fund it. And to be frank Fairfax County went through this over the past eight 10 years where they did not fund their steps over the during the recessionary period which actually led to significant morale issues in the department. However. [Off mic]. Yeah. However it this is one of those policy things that the council can always you know revise as needed if there is a you know financial situation or any other reason why.

**Kevin Daly:** So from what I'm hearing the concerns are what's the total package going to be like from inception to retirement and 20 years out? I would recommend that we ask Danny and AJ to sit down and come up with a spreadsheet showing what that would be 20 years in the future. I don't think looking in the past, it's like stocks, past performance is no guarantee of future performance. But what would the costs be using this step plan for a 20 year period? As you were pointing out if we had an officer coming right out of the academy, which I don't believe we have had. Usually you have experience under their belt before they come on board.

**Danny Davis:** Right. And if it's okay I would also suggest, and I'll work with A.J. on this, that we bring together information on other jurisdictions. You know what they're either looking at or have done recently. We also know, and this is not necessarily a reason to make a change, but we also know that surrounding jurisdictions are bumping their starting officer salaries significantly this current fiscal year or upcoming fiscal year for recruitment and retention purposes. And it doesn't mean we have to match them one to one. It doesn't mean we need to be at the same level that a Leesburg or someone else might be at, but we do want to make sure that we remain competitive in the field so that when the time comes or if the time comes we need to recruit that we can continue to find good officers for our community.

**Bridge Littleton:** So to understand all that, I have absolutely no problem whatsoever that we want to support the police officers in all they do. Just a couple of comments. What I don't like about this, it's not



about the pay. I mean if we could pay you guys all a million dollars we should. It's nothing to do with the money for me. What it has to do for me is it removes from you the ability to have tools to manage your staff in multiple ways. The you know when you take away the ability to incentivize people to you know do extra for money. I mean at the end of the day we're all in a job because we need a paycheck, right? We do it hopefully because we love it, but we also want to get paid. And the biggest smiles you ever see on employees is when they get a big raise or they get a big bonus because their effort is recognized. You're asking us to take that tool away from you. So hold on, hold on, let me finish. [Off mic]. Let me finish. Let me finish. So I understand the desire to have stability, right? And I totally get that. But you know I just again for me it's not about the money. It's about your management tools, right? Some people are motivated by that pay raise, a lot of you are motivated by that pay raise. You know they get that five on their evaluation because they killed themselves to really make a difference. And you give em a three percent pay raise and everybody else gets a one, they feel great about themselves, and there's a monetary. That's all about money, but you know their hard work is realized in a certain way. If they know that if I did a five level of job, but I'm gonna get the same as the guy who did a two level of job it is demotivating. I mean I was in a job one time where it had the same thing. Everybody got the same. I was demotivated. Why am I going to kill myself? So that's all I'm saying is that if you know I trust you guys that you all know what you want best for your department. But I'm just saying organizational stuff just think about what you're giving away. You're giving away an incentivizing tool for you know rewarding excellent behavior. And also another tool to say hey we need you to step up a little bit and we can reflect your pay for that. I just want you guys to make sure you realize you're doing that, or asking for that.

**Kevin Daly:** I think we also need to be very careful with how we incentivize. I don't want Middleburg to become known as the speed trap little town along Route 50.

**Philip Miller:** I was just thinking about that. Can we just I think we needed to make a distinction between what we incentivize, what behavior, and how we incentivize.

**Kevin Daly:** Agreed.

**Philip Miller:** There's a big difference.

**Bridge Littleton:** We're not incentivizing people to write tickets. We're incentivizing to be helpful to the public. We're incentivizing to respond quickly. We're incentivizing them to you know be a great team player, to volunteer, you know those are all the types of performance metrics you can put on somebody is thing. And when people step up, like if you have one of your officers who is not assigned for a national night out but he comes any way we should reward that. You know? That's probably a bad example.

**Danny Davis:** I'd suggest I'll work with AJ, Jay, Mr. Daly on responding to these concerns and how we would see this playing out and specifically to your issue ensuring that we continue to motivate the hard workers and motivate high performance that we don't turn this into a demotivation. And also how we would handle the situations where the average performer is not pulling full weight just by skating by. And I think if we come back with some better information and response from AJ on that, try to alleviate some of those concerns. Because I don't want to speak for him. I think he he would feel differently than the way we're portraying the conversation right now, but again I think it's better to have him answer that directly.

**Bridge Littleton:** Sure. No, I understand. And we could put that together and then you know. And like I said I mean you know this is where you guys want to go to the department. I trust that you understand that. I'm just saying and you know from a personal experience I'm on board with whichever way you guys want to go. I mean this is an accepted practice, it's happening in other law enforcement agencies, and in fairness I looked it up and other law enforcement agencies they're abandoning this because it did demotivate people. So I'm just saying recognize you know it comes with good, but it also comes with downside and there's some downside to it. So anyway any other questions? I mean this is really important. I don't think we should move on it tonight. [Off mic]. I think you guys need to you know look at

the fiscal impact piece of this. I think Chris has got a good idea, let's look out 20 years really see what looks like especially after we're all gone. Yeah.

**Chris Bernard:** [Off mic] short thing. So I would also be interested to see because I think some of the value here is in you know we talked a little bit about retention, but also the cost of recruiting and onboarding a new officer. That may be interesting to look at along with maybe some turnover statistics because you can see over that 20 year period how many times do we have to onboard and train someone new, and you know what's the cost of that each time.

**Bridge Littleton:** Darlene.

**Darlene Kirk:** Isn't it usually 20 years for a law enforcement officer and then he retires?

**Jay Hollins:** [Inaudible] 75 years, 25 at 50, or 20 at 55. [Off mic]. And that just depends. [Off mic]. That's for our full benefit [inaudible].

**Danny Davis:** There may have been some changes too. [Off mic]. There may have been some changes in the hybrid plan and with VRS. We'll make sure we get all those details together because new employees are now part of the third VRS plan which we call the hybrid plan.

**Bridge Littleton:** And the one other thing I'd say, Philip actually had a really good point, let's make sure we square this with the compensation study we did and remember we adopted a whole model of how we're going to. Remember that guy Sean came and we had those three options. We chose the one option. AJ represented the police force. He was a part of that entire discussion. That's not even a year ago. We adopted a whole new compensation and reward philosophy. So I'm also curious why are we now you know where was this discussion when we were doing that? Not that it's wrong, but we you know we adopted that. We put it in our handbook. Let's make sure we're you know very thoughtful about how we're changing it.

**Jay Hollins:** I know when the chief goes to some of his conferences and everything else a lot of these things are brought up where the departments are they come together and say this is what we're doing, this is how we're seeing retention, this is how we're seeing motivation, and this is what we're putting together in order to keep all that. And some of it's like based upon these scales.

**Bridge Littleton:** Yeah. OK. You guys good?

**Darlene Kirk:** We're good.

**Bridge Littleton:** Awesome. Jay thank you very much. I appreciate it. Do we have anything else for Jay?

**Peter Leonard-Morgan:** I had a quick question [inaudible].

**Bridge Littleton:** Yeah.

**Peter Leonard-Morgan:** Sorry one final question. I just don't understand it basically. COLA is every year isn't it?

**Bridge Littleton:** Yes.

**Danny Davis:** At the Council's discretion.

**Bridge Littleton:** OK. So in this model it's showing Step One COLA, Step Two COLA, Step Three COLA. Shouldn't it Step One COLA COLA?

**Danny Davis:** Well, yeah. [Off mic]. The years it says step one is the step plus the COLA. So we could have done a better job putting like year one, year two, year three, year four, so each of those columns is intended to be a year. So in year one you're hired at a certain level, and the next year you get a COLA. The next year you would get step plus COLA. The next year you get a COLA. The next year you get a step plus COLA.

**Darlene Kirk:** It's basically exactly like the federal government. You don't get a step every year. You get it every other year.

**Danny Davis:** Correct. Not a step every year step, step every other year, and then whatever COLA is approved by council you would get from zero to 20 percent.

**Bridge Littleton:** Jay thanks.

**Cindy Pearson:** [Off mic]. [Laughter].

**Bridge Littleton:** Just make the math work. Just make the math work. [Laughter]. All right. All right, next one is RFP economic development.

**Jamie Gaucher:** Thank you Mr. Mayor. As the council has identified the development of a long term economic development strategic plan as a priority, and since we've reconstituted the Economic Development Advisory Committee we've come together for the last two or three meetings now to talk about specific aspects of an RFP and a draft of that RFP is included in your packet this evening. There are four primary pieces. The first one being analytics and data. Secondly, develop an action plan for a long term economic development strategy. The third piece how do we define success? What are the metrics that we're going to use? And the fourth piece, what resources would be required not only of town staff but maybe of the community, of the council? It's a much broader question. So from that perspective if you have any questions about the draft document or any questions about the process that led us to this point in time I'd be happy to answer those.

**Bridge Littleton:** Any questions for Jamie?

**Kevin Daly:** Yeah.

**Bridge Littleton:** Mr. Daly.

**Kevin Daly:** Okay.

**Bridge Littleton:** Historian Daly.

**Kevin Daly:** Yes thank you. The RFP is due Friday July 26. What's gonna be the turnaround to accept a proposal?

**Jamie Gaucher:** At this point in time we would have a small group of members of EDAC, myself, one or two members of the town council to review the responses to the RFP. Part of that determination is going to be dependent on how many responses we actually receive. If we have one hundred it's gonna take a little bit longer to get through them. If we have five it would be a relatively quick turnaround.

**Kevin Daly:** Any ballpark like a month, two months?

**Jamie Gaucher:** A month two months I would say.

**Kevin Daly:** OK. So we're not talking an entire year where we're relieving people hanging.

**Jamie Gaucher:** No no no no no.

**Kevin Daly:** Waiting for a response.

**Peter Leonard-Morgan:** I'm curious, so this is another proposal for basically consultants again to pay more people more money. We took you on which is fantastic as our economic development director and we've got the EDAC. I envisage that EDAC and you would be preparing a plan you know, not going out to find a third party to do this unless I'm completely mistaken. I wasn't really aware that we were looking at having an RFP and finding another company to come in and the consultant basis. So is this something that I missed or?

**Bridge Littleton:** Actually real quickly from a historical perspective we had this in a budget like two or three years ago because EDAC at the time came back and said you know we can help provide direction, but we need somebody with data and analytics and ideas of how to do an overall economic development strategy. They don't have, number one, the time or the resources. Number two, all the information and analytics to be able to say you know. And that was like two or three years ago. Yeah. And then we put in like one hundred grand in the budget to do it. So we've already voted on it from a budget standpoint and a need to do it, but hey Peter I'm not saying that times haven't changed, we want to revisit the discussion. That's just the you know background.

**Jamie Gaucher:** To your point it was identified as a strategic priority before I came to Middleburg. That's correct.

**Cindy Pearson:** [Off mic] and Martha had sort of a something done at one point by Kennedy Smith which didn't really help in the aspect that it was needed. Or I mean it was okay [off mic].

**Philip Miller:** Right.

**Cindy Pearson:** [Off mic].

**Philip Miller:** It's more analysis than strategy.

**Cindy Pearson:** [Off mic]. My question is though how many RFPs do we have out in different things right now? And how many I know the one for the churches isn't costing us, but do we still have the one out for their branding? So we still, I mean how many different?

**Danny Davis:** I think the question is can we handle the workload? And I do believe the answer is yes. [Off mic]. Yeah but between Asbury and branding and this that's you know we're hitting a little bit of a max there. Funding-wise, each of these between branding and strategy were already programmed in the budget, so anticipated actually current fiscal year for FY '19. So expect that we have the capability to address both of those concerns.

**Kevin Hazard:** So we're working on a branding and then we're working on a consultant. Is there any thought on dovetailing? Not saying we have the same person do both, but how do we dovetail the information on the branding with this? Which one comes first and how do they work together?

**Danny Davis:** Yeah.

**Jamie Gaucher:** Go ahead.

**Danny Davis:** I mean I think it's a great question. I see this as information from one feeding into another. We've received a lot of good information in the background research, the brand research. But that is a perception conversation about who is Middleburg and who are we attracting and what are the qualities that we have as a community. When we really get into this study of economic development it gets more nuts and bolts if you will about what are our target industries, what are our highest sectors of industry, where do we have leakage where people are spending money outside of Middleburg where would they should be spending it here, what are those industries we should target for enhanced business community growth and tax revenue growth? Balancing you know our offerings and then at the end of the day it's it's that strategy behind it not just the analysis, but the true how can Jamie spend his day most effectively 8 hours a day, 40 hours a week? So I do think there's a little bit of integration there, but we're really talking about the marketing side on one, the business development and the analysis and the real you know how do we do this job the best on the other side.

**Bridge Littleton:** [Off mic].

**Philip Miller:** It may help but really branding is more it's direct to consumer, and this is more business to business if you want to have a think about it that way.

**Kevin Hazard:** They can go concurrently is what I'm saying.

**Philip Miller:** Yeah.

**Bridge Littleton:** Any other questions? So I just had a couple, not really questions. It's difficult to actually put, in reading what we're going to ask somebody to tell us, right? I'm having a hard time understanding what they're actually gonna give us because like you know data and analytics, okay, that's demographic data, action plan. I mean like so we're saying here the ultimate purpose of the RFP is to drive economic development comprehensive strategic plan to address future and current needs of our citizens, increase the tax base, encourage investment, retain jobs, create new jobs, and increase the standard of living. Right? So there's nothing in there actually about businesses. I mean I get it, businesses are tangential to all this stuff, but we don't actually say how do we support existing businesses? How do we attract new businesses? We say future needs of citizens, increase the tax, encourage investment, create jobs. Those are secondary effects of the primary thing which is how do we identify the right businesses? How do we attract those businesses here and how do we incentivize those businesses to stay here? How do we help those businesses be successful? So we're actually describing the secondary effects of what the primary effect that we want. The primary effect is the businesses. These are the things that are resultant of those things happening. So you know what I mean? Does that make sense? I mean I just like these are the results. What it's not is what we need to do, right? I think we want an action plan of how we attract new businesses, support the existing ones that are here. I think that's what the economic development plan is you know? And that that effort should result in all these things you have listed.

**Jamie Gaucher:** I would say that my knee jerk reaction to that is identifying maybe the goal is a vibrant and sustainable local economy. That's the target. So how do we become the best Middleburg that we can be? This is from an economic.

**Bridge Littleton:** [Off mic].

**Jamie Gaucher:** Right? It's too big. But first of all, where are the gaps? To Danny's point, this study around leakage. What industries or what businesses don't we have that we should have from an economic perspective? Right?

**Danny Davis:** Well I do believe the paragraph you're reading is in the background, and we can refine that more clearly so that we more clearly state what the ultimate purpose is. But I do believe the items, Mr. Mayor that you're mentioning, are covered in the next two pages. And I think that's what we've tried to

focus our attention on in this scope of work of especially under the action plan right of those key industries. What are those then goals that between Jamie or me or council or EDAC or whoever it is that we should be targeting for each week, each month, each year and then how do we measure that? Those are really the items that I think we have identified, we just probably didn't summarize it well in the beginning. And to set the right stage for someone applying or submitting an RFP we want to be very clear in that section.

**Bridge Littleton:** That's the key. [Inaudible] We want to make sure the bidders know exactly that that's what we need from them.

**Danny Davis:** Yup.

**Bridge Littleton:** Kevin.

**Kevin Hazard:** Are we targeting bidders?

**Danny Davis:** We have a list of folks that we've either worked with in the past or that we know are interested in this kind of activity, but then we would also have it open on the streets.

**Kevin Hazard:** I'm curious because I'm looking at this and the person I'd want to bring in is somebody who's done it.

**Danny Davis:** Oh absolutely.

**Kevin Hazard:** For a town. [Off mic]. Yeah, and so they're part of the people that we're talking to?

**Danny Davis:** That we will. Yeah, we will talk to.

**Jamie Gaucher:** That we will. We've compiled a list of approximately 20 firms that do this type of work. Some of which are regional and then some of which have a national footprint.

**Bridge Littleton:** [Off mic]. This was like God maybe a year or two ago. Maybe it was longer than that when we first approved the dollars I just an online search of economic development plans in Virginia. Like the City of Manassas had a really pretty good one, really good one. Actually they updated every month with everything they have achieved. Richmond's was not so good. A couple in Florida I think, one in New York, and Connecticut has some good ones. And then I found this one in Australia. That an American firm did for this group. I mean it was awesome. I was blown away about how, I think I remember emailing it to you. And we should invite, I mean I don't know if we're big enough for them. [Off mic]. But I mean to your point Kevin there's been some really good ones, and there's some ones that are just like duds. I mean really bad. So I think we'll get a mixed bag, but it is what it is. That was my only question. Anybody have any other questions? So what do we want to do? Yeah.

**Danny Davis:** Well it's that's up to council. I would suggest if you're in general have a general comfort level with the document that perhaps you recommend we recommend approval of the RFP as drafted with direction to staff to work with Council Member Miller and Bernard, if you wish, on revising that section, that you identify just so we're very clear up front what the ultimate purpose of this is. And then we can move forward and start the process.

**Kevin Hazard:** The last thing I think that needs to be a part of this is we're identifying you know targeting businesses that we want to come here. And should a piece of this be what are we looking at this year and what are we looking at in three years because that thing turns on a dime. And so can we add that to our selection process?

**Jamie Gaucher:** It's a long term strategy.

**Bridge Littleton:** Well, I think if I always remember to we always wanted the potential of what federal state redevelopment could be as part of this economic development strategy. That's probably 10 years. Yeah. Darlene.

**Darlene Kirk:** I was just going to suggest that you look it over too because you've had a lot of good suggestions here about that.

**Bridge Littleton:** Yeah no I mean I'll just send you guys an e-mail. The one thing I thought of, I was saying this to Philip earlier, you know that I want to say it was either Adelaide or I can't remember what town it was.

**Jamie Gaucher:** I'll look it up. I remember you sent it to me.

**Bridge Littleton:** Yeah, look at their, I mean just go back and look at their chapter headings.

**Jamie Gaucher:** Yeah.

**Bridge Littleton:** I mean those chapter headings really called out exactly. You know what they wrote for Adelaide is not what we want, but what they focused on it was like oh it was write down exactly the stuff we were thinking about. And it was a big one, I mean that thing was like 80 pages. It was really good though. Okay, great. Everyone good? You're good.

**Darlene Kirk:** [Off mic].

**Bridge Littleton:** I don't think you need a motion from us do you? [Off mic]. Is there? Oh boy. All right.

**Danny Davis:** I think it'd be good to have.

**Bridge Littleton:** Who wants to make the motion?

**Darlene Kirk:** And it's going to have to be touched up a little bit, but I move the recommendation of the Economic Development Advisory Committee that the Town Council approved staff to move forward with the RFP process to secure the services of a consultant to produce a long term economic development strategy for the town and incorporate the additions that were mentioned in the Town Council meeting tonight.

**Bridge Littleton:** Any second?

**Philip Miller:** Second.

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

**Everyone:** Aye.

**Bridge Littleton:** Opposed. Abstention. Thank you very much. All right let's talk bugs. [Laughter].

**Danny Davis:** Do I get to defer to Mr. Moore on this? [Laughter]. We had the opportunity, I reached out to the Health Department to discuss this topic that the Loudoun County Health Department specifically does not deal with nuisance mosquitoes or nuisance bugs in this way.

**Bridge Littleton:** [Off mic].

**Danny Davis:** Well as opposed to West Nile and Zika which they did monitor very carefully and did have a contract. with the company at one point to be on call should there be a positive West Nile or Zika response. So as a result of that I reached out to this company to have a discussion with them about the products that they have, the services, and what they might recommend for us as a town. As mentioned in the item the gentleman's very first comment out of his mouth was that the issue is most likely in our own yards. Right? It is in our birdbaths, our flower pots. Ivy he mentioned, English ivy that grows is a breeding area breeding spot for mosquitoes. Especially if it's on the ground, which I thought was interesting. Azalea petals as they fall, rhododendron, things like that that you wouldn't think about, but these kind of things are areas where mosquitoes can you know lay eggs and they breed and hatch and become a nuisance. So the overall encouragement from this gentleman was public education about the need to be dumping areas of standing water as much as you can. They do make a few products that are organically approved or created. They are more natural than your typical pesticides of years past to include things that you can tablets that you could drop in a birdbath or a rain barrel or metal pool that you may not want to dump every other day. Ultimately if the council is interested in it we can continue the conversation about going through town with what they call a treatment of adult mosquitoes. Adulticide or spraying as it's commonly known. There's larvacide where you take care of you handle the larva issue and there's the flying mosquitoes. [Off mic]. [Laughter]. But it's also something that is done in other places. I mean Chincoteague is a great example. They definitely spray, you know talk about bugs. Prince William County has a Mosquito Control Division, and I don't know the extent of how much they do in that area. But we just wanted to bring forward a little bit of information that we had gathered. We are happy to do more research, gather more information. Definitely again public education is a key piece of this, and I think bringing it up is important. But we're happy to gather more info or take the next steps that you need.

**Bridge Littleton:** Any questions for Danny? Darlene.

**Darlene Kirk:** I was just gonna say I agree. Chincoteague and Assateague are about the worst places for mosquitoes I've ever been.

**Danny Davis:** They use airplanes at times when the trucks can't keep up with it. They bring in airplanes because it's bad.

**Bridge Littleton:** Any other questions?

**Cindy Pearson:** No, but maybe you speak to Bob Ball about providing the town with these whatever you said you can use in birdbath.

**Danny Davis:** The tablets and things? Sure.

**Cindy Pearson:** Tablets or something. Or whoever in town it would be appropriate to sell them. I don't know.

**Will Moore:** So there are a couple of options there. They can be purchased. Go right on Amazon and buy them. We can also purchase them as a locality if council was interested in that for distribution to whoever want them. There's a state contract that has a significantly reduced cost that we could [inaudible].

**Bridge Littleton:** Would anybody be up for doing that?

**Peter Leonard-Morgan:** Yeah.

**Kevin Daly:** Yeah

**Bridge Littleton:** Like we do with the the water hardening stuff?



**Will Moore:** Correct.

**Danny Davis:** [Inaudible].

**Philip Miller:** Red-B-Gone?

**Bridge Littleton:** Yeah.

**Will Moore:** Same general idea. Yeah.

**Bridge Littleton:** Interest in that? [Multiple speakers].

**Philip Miller:** Yes, but then we also need to have a plan as to how we're going to let people know that we are doing this.

**Bridge Littleton:** Oh yeah, I gotcha. I gotcha. So there's an education program part to this?

**Will Moore:** It is, and he gave us some sources from his own company for some educational materials that we could maybe tailor to them and put out to the public [inaudible].

**Bridge Littleton:** So it sounds like, again just asking everybody nod of heads. Figure it, let's look at how we can put in our water bill and on our website, our new website, you know education for people about how to get this done. And then you know let's figure out what the cost would be if everybody in town wanted one supply and then you know if the cost is reasonable let's just go ahead and stock it and let people know we have it.

**Peter Leonard-Morgan:** And include it on the Friday email.

**Bridge Littleton:** Yeah. Oh yeah. Yup.

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

**Bridge Littleton:** Well then no because all the county will be coming in. Does that work for everybody?

**Philip Miller:** Now that only works for the larva, right?

**Danny Davis:** Correct.

**Will Moore:** Correct.

**Philip Miller:** So what about the flying adult?

**Bridge Littleton:** It's gonna be dead in two days.

**Will Moore:** He did not necessarily recommend spraying at this time. He did indicate that if you know if our situation got worse it might be necessary at some point, but we're reaching out to him. We had to do some mapping for him showing basically where our public streets were so he could then put a cost proposal together. So we've said that to him.

**Danny Davis:** Have not heard back yet.

**Will Moore:** I don't know that we've seen a proposal back, but he didn't necessarily recommended for our situation at this time but if we get that proposal and it sounds like something and depending on how the situation continues it might be something that you would be interested in.

**Bridge Littleton:** Let's just, yeah, when you guys get that back let's look at the council meeting after that.

**Danny Davis:** Okay.

**Bridge Littleton:** Okay. Any other questions for Will or Danny on, what'd you call 'em? [Off mic]. No. Nuisance! Nuisance bugs. Yeah. Okay. Thank you guys. [Off mic]. You're right, yeah. The non-nuisance. OK. Next item is branding project update.

**Danny Davis:** So Philip and I have been working on developing revised scope proposal scope for sending out to potential firms, working on identifying these potential firms, continuing to gather more the best information we can to provide to design firms so that we know that we get the deliverables we're looking for, and that's the key of where we are right now. H e and I intend to sit down tomorrow and work out the final details of this and begin the outreach if not tomorrow first thing next week.

**Philip Miller:** Ideally tomorrow, [Off mic].

**Bridge Littleton:** Yeah, Chris

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

**Bridge Littleton:** [Off mic]. [Multiple speakers]. Oh no no no no no no no. He does even stay. Yeah. No, Sorry. [Off mic]. Yeah yeah. He wants know about local government. [Off mic]. Yeah I gotcha. No, thanks Jay, I appreciate it. Any questions for Philip or Danny? OK. Other information items. Does anybody have any information items? A couple things I want to mention. Number one again, thanks to everybody for providing the charter school with the money to help the recruiter. It was very successful. I cannot say who it is, but we have selected on a new principal who's coming from Virginia, but not in. He's awesome. I mean absolutely awesome. And he has been a principal at other charter schools and gotten started before. He will be great. [Off mic]. What's that? Yeah, well. [Laughter]. We didn't check that. [Laughter].

**Cindy Pearson:** [Off mic].

**Bridge Littleton:** Yeah. So no, but I mean if we hadn't had that recruiting firm we would have just been stuck with you know whatever and you know it's gonna make a huge huge difference. And the moment he gets officially on boarded and started I'll definitely ask him to come in and just you know introduce himself so everybody gets the chance to meet him. Second item was the vote for the comp plan by the county is June 20th. So they're having their last work session on Saturday. Something happened last week I want to give you guys an update on, and make sure that we're going to express our displeasure. Not displeasure, our concern with the county on something they did. So this relates to their called JLMAs, joint land management areas. So all, well five of the seven towns in Loudoun, had these areas around them called a joint land management area. So it's not officially in the town, it's in the county, but it's this defined area that touches the towns border where rural area growth is encouraged inside that little sector. And the standing policy is that the town that has that area provides water and sewer. So the whole goal is that you don't have Loudoun water come out here and build a bunch of water plants and sewer plants that would encourage growth everywhere. And then the other piece to it is that once that little area outside the town becomes pretty well integrated, that the town requests it to be annexed into the town, it then gets annexed in and becomes a part of the town.

**Darlene Kirk:** But we give them water before we [inaudible]?

**Bridge Littleton:** Yeah, but that's so as an example, and what typically happens is that people in those areas charge outside town rates which are typically double, depending on the town. So as an example like Purcellville, how many users did Purcellville have in her JLMA? Danny, a couple thousand?

**Danny Davis:** No, Leesburg would.

**Bridge Littleton:** Yeah, that's a good example.

**Danny Davis:** Yeah, definitely.

**Bridge Littleton:** Yeah, Leesburg's got thousands of users. So these JLMAs were created I mean decades ago and that's the way they've always been. Well, last week the county with no notice to Leesburg and no notice to any of the towns, and doesn't matter politically how it happened, made a snap vote on a motion that said that the town of Leesburg will no longer be the provider of water and sewer in their JLMA, it will now be Loudoun Water. I mean didn't consult the Leesburg Town Council with it. It just happened all on one day. And what's really troubling for Leesburg is right over the last 10 years they've spent 30 million dollars building infrastructure to be able to service those JLMAs, and now they're gonna have to eat all that cost. [Off mic]. Well, it's not about the suing, right? And so then the second thing that happened last week, I don't know if you all saw this was about the Aldie historic building.

**Darlene Kirk:** Yes.

**Bridge Littleton:** So the Aldie historic commission, or not Aldie history commission, the County Historic Commission basically said, look this is an old structure, we want to try and save it, so we don't approve its removal from the historic district. Well, then you know the county just decided well we're going to redraw the map around that building, so now you don't have jurisdiction over it and so we can knock it down and put a new fire station there. So at a [inaudible] meeting last night what we discussed was this is starting to set a precedent that you know we're supposed to have these cooperative working relationships with the county and [inaudible] it's not the county government people and staff. It's really the board and the councils and stuff like that. And it's you know there's it's unfortunately there's now a couple things where we're not you know there's not this working environment to solve the issue. And so our concern last night was you know we start this precedent of somebody doesn't like something they just you know change the rules, move the lines, and so we're going to write a letter to the board number one asking them to reconsider, but also just to express that you know the only way this works for everybody is for there to be a working relationship where you know the differences are resolved in an amicable way before votes are taken and stuff like that. Yeah.

**Kevin Daly:** [Off mic].

**Bridge Littleton:** I think it's, no it's not individual. It's not individual.

**Kevin Daly:** [Off mic].

**Bridge Littleton:** No no. The Leesburg Council and the county board have had issues in the past, you know the last couple of years. And that's OK. I mean it's OK to have issues right? But you still sit down and you try to figure it out, right? And it's you know there's politics involved and whatever involved in it whatever, but I just this is like two things right after the other. It's like oh we didn't like that decision so we're just going to redraw the lines and get what we want anyway. Well, then why have a historical commission? You know why have a JLMA if you don't like what Leesburg's authorized to do and you just automatically change it regardless of the fact that they've spent 30 million dollars putting infrastructure in. So I mean these are all kind of like annoying in the weeds details, but it's we're going down a path where the county and other municipalities we got to improve the working relationship.

**Darlene Kirk:** Yeah.

**Bridge Littleton:** So that stuff like this doesn't happen, and that's what we're going to really write this letter about is you know we all need to work together to make all these things work. That's the only way it can be successful. So I didn't want to do that or sign that on behalf of Middleburg without everybody being okay with it. [Off mic]. So and I'm happy to send you guys a draft of it. Anyway, was there anything else? Yeah that's it. The last thing is that the vote is on the 20th for the comp plan. That's it. All right. Anybody have anything else? Yeah, Peter. Sorry, Peter.

**Peter Leonard-Morgan:** Just on that subject. Am I correct in thinking that the Board of Supervisors are all up for re-election soon?

**Bridge Littleton:** Everyone's up for re-election.

**Peter Leonard-Morgan:** And that is November the 5th.

**Bridge Littleton:** Yes.

**Peter Leonard-Morgan:** So they're jumping the gun here before you know a whole new board could be in. I don't understand the rationale, the speed in which they're trying to do this.

**Bridge Littleton:** They have to. By law they have to either vote it up, vote it down, or kick it back within 90 days of when it's given to them.

**Peter Leonard-Morgan:** So this is the comprehensive plan?

**Bridge Littleton:** This is their comp plan. Yeah. Now and this motion about Leesburg's JLMA and all that stuff that was actually a motion to change the comprehensive plan. So you know it's going to probably have to be fixed to a [inaudible] if it gets fixed. But you are right, yeah.

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

**Bridge Littleton:** Yeah, I mean if it gets voted down by a majority it goes back to the Planning Commission to take those recommendations that the board gives. I mean it's gonna pass. It's gonna pass. The question is who votes for it. Yeah. So anyway. All right. Yeah?

**Danny Davis:** Real briefly wanted to mentioned we had a very positive Finance Committee, Strategic Finance Committee last week. Feels like a month ago, but a really good opportunity to review the report that was done by the economists that we had contracted with to do a study for us. Also a great discussion with Davenport, and just wanted to let y'all know the outcome of that is that Davenport is going to work with us staff over the next couple of months on the general fund side and the utility fund side. So it's a comprehensive approach to how we go about handling the, I mean it's focused on the utility fund because that's where we have less reserves sitting there. But they wanted to see the full picture, so we'll intend to do that and come back to the Strategic Finance Committee probably end of August early September and then bring that back to council for consideration kind of early Fall. But just wanted to let y'all I know is I think a very good step and a very good discussion and will lead us into some good policies and good planning for the future.

**Bridge Littleton:** Anything else? All right. Now it's Dan's favorite part, closed session. [Off mic]. [Laughter]. He can't stand it. [Off mic]. [Laughter]. He spends the next 45 minutes driving to Winchester fuming. [Laughter]. [Off mic]. Yeah. We want a five minute break. [Off mic]. Yeah, you know what let's read it now, so that way anybody who's not involved in the closed session can leave. All right. Who wants to read it? Philip it's your turn.

**Philip Miller:** I move 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. I further move that these matters be limited to 1) the acquisition of property for a town administration building, the disposition of the Asbury church, and 3) the disposition of a portion of a public right of way. I further move that in addition to the council the following individuals be present touring the closed session. Danny Davis, Martin Crim, and Will Moore for all of the items, and Rhonda North and Jamie Gaucher for the first two items. I further move that council there after reconvene in open session for action as appropriate.

**Darlene Kirk:** Second. [Off mic].

**Bridge Littleton:** Just wait.

**Darlene Kirk:** OK.

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

**Everyone:** Aye.

**Bridge Littleton:** Opposed. Abstentions. All right. We're in closed session. OK. So all right I'm gonna read this. We're back in session. I asked that council certify to the best of each member's knowledge 1) only public business matters lawfully exempted 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

**Kevin Hazard:** Yes.

**Philip Miller:** Yes.

**Darlene Kirk:** Yes.

**Bridge Littleton:** Yes.

**Peter Leonard-Morgan:** Yes.

**Cindy Pearson:** Yes.

**Kevin Daly:** Yes.

**Bridge Littleton:** All right. Is there a motion Mr. Miller?

**Philip Miller:** I move that the Town Council authorize the mayor to sign a purchase and sales agreement in general conformance with the draft agreement attached to the June 13th 2019 Memorandum for a portion of property owned by Mrs. Natalie [inaudible] located at 100 North Madison Street four town hall or other public uses. I further authorize any edits needed to the agreement as agreed to by the town attorney, town administrator, and property owner.

**Darlene Kirk:** Second.

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

**Everyone:** Aye.

**Bridge Littleton:** Opposed. Abstention. Motion passes. Ms. Pearson do you happen to have a motion?

**Cindy Pearson:** I do. I'd like to direct staff to proceed with the Asbury church RFP as directed.

**Bridge Littleton:** Is there a second?

**Kevin Hazard:** Second.

**Darlene Kirk:** That wasn't a motion. I'll second it.

**Bridge Littleton:** [Inaudible]. [Multiple speakers]. All right. Any further discussion. All in favor say aye.

**Everyone:** Aye.

**Bridge Littleton:** Opposed. Abstention. Motion passes. Anything else before we adjourn? Chris you look like you've got something on your mind. It's like you're just itchin'.

**Darlene Kirk:** He's looking at his watch.

**Bridge Littleton:** That's it? Oh game six. All right. Meeting is adjourned.