



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, March 12, 2020



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

STAFF: Danny Davis, Town Administrator
Rhonda S. North, MMC, Town Clerk
William M. Moore, Deputy Town Administrator
A.J. Panebianco, Chief of Police
Jamie Gaucher, Business & Economic Development Director
Estee LaClare, Planning & Project Associate

ABSENT: Councilmember J. Kevin Daly

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting, beginning at 6:00 p.m. on Thursday, March 12, 2020 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.

Staff Reports

Stuart Will, of IES, reported that he was awaiting the test results from the Virginia Department of Health for samples taken from the Well 4 treatment plant. He further reported that he was awaiting the delivery of a pressure regulator, as the old one went bad. Mr. Will advised that once these were complete, Well 4 would be brought back on line.

Public Hearing & Related Action Items

Real Estate Tax Rate

No one spoke and the public hearing was closed.

Town Administrator Davis reminded Council that no action was needed at this time.

Utility Fund Line of Credit

Town Administrator Davis reminded Council that this item was related to the line of credit for the Utility fund. He noted that the refunding of the existing bonds would come before them during their March 26th meeting. Mr. Davis advised that the banks provided their best and final offers, which resulted in phenomenal rates for the Town. He reminded Council that the line of credit would be used for capital projects, as well as to restore the Utility Fund’s reserves.

(Councilmember Miller arrived at the meeting at 6:05 p.m.)

David Rose, of Davenport, advised that as to the line of credit, the proposal from BB&T Bank offered the Town the greatest amount of flexibility and provided for no penalty for pre-payment. He reviewed their proposal with the Council. Mr. Rose opined that it was exactly what the Town had hoped for and recommended the Council move forward with the issuance.

Mr. Rose noted that with regard to the refunding of the existing bonds, the Strategic Finance Committee had questioned whether it would be wise to wait until August to do so; however, given the rates that were received, he recommended the Town accept them now. He noted that a decision was not needed at this time; however, one would be needed during the March 26th meeting. Mr. Rose advised Council that even if they refunded the bonds, under the terms that were offered, they would have the opportunity to do so again if interest rates continued to decline. He reviewed the proposal that was submitted by Key Bank for refunding the existing bonds. Mr. Rose advised that if the Council approved the refunding, it would shorten the debt repayment schedule by five years, which would result in significant savings to the Town, with no changes to its cash flows. He reiterated that Davenport strongly recommended the Council pursue the refunding of the bonds.

The Council held some discussion regarding the refunding and agreed to approve them at this meeting, with the understanding that the associated documents would come before them during their March 26th meeting.

No one spoke and the public hearing was closed.

Councilmember Bernard moved, seconded by Vice Mayor Kirk, that Council approve the ORDINANCE AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION NOTES OF THE TOWN OF MIDDLEBURG, VIRGINIA, IN THE MAXIMUM PRINCIPAL AMOUNT OF \$2,500,000 TO FINANCE VARIOUS CAPITAL EXPENDITURES FOR WATER AND SEWER SYSTEM PURPOSES and the RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND AWARD BY THE TOWN OF MIDDLEBURG, VIRGINIA, OF GENERAL OBLIGATION NOTES, HERETOFORE AUTHORIZED, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$2,500,000, AND PROVIDING FOR THE FORMS, DETAILS AND PAYMENT THEREOF. Councilmember Bernard further moved, seconded by Vice Mayor Kirk, that Council approve the Town staff to move forward with two refunding options and prepare the documents for the next Town Council meeting for final approval.

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

No – N/A

Abstain: N/A

Absent: Councilmember Daly

(Mayor Littleton only votes in the case of a tie) (by roll call vote)

Staff Reports (continued)

Town Administrator Davis reported that Town Treasurer Rivard began work this week. He further reported that Shannon Anderson was hired as the Administrative & Accounting Assistant. Mr. Davis noted that both brought enthusiasm and good skill sets to the Town. He expressed appreciation to John O’Neill for his service as the Interim Treasurer and noted that he would continue to assist the Town. Mr. Davis also expressed appreciation to Marcia Horgen, the temporary Office Assistant.

Town Administrator Davis reminded Council that business license tax payments were due this week and reported the receipts thus far were almost \$535,000, which was \$110,000 over the budgeted amount. He suggested that given the global economy, the Town needed to exercise caution and not expect this level of receipts every year.

Town Administrator Davis reported that a conference was held with the consultant on the long-term economic development report. He further reported that the HDRC and Planning Commission were actively moving forward with projects.

Town Administrator Davis reminded Council of the police officer opening.

Reports of Town Committees/Council Liaisons

Councilmember Pearson reported that within the next few weeks, the trees on South Madison Street would be pruned. She further reported that some trees on East Washington Street would be removed and replaced and others would be pruned.

Councilmember Leonard-Morgan announced that given the current situation related to the COVID-19 virus, Go Green made the decision to postpone the Middleburg Wellness Day.

Consent Agenda

- (A) Council Approval – Council Meeting Minutes – February 13, 2020 Regular Meeting
- (B) Council Approval – Proclamation – Arbor Day
- (C) Council Approval – Proclamation – Local Government Education Week
- (D) Council Approval – Proclamation – Census Day Middleburg

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

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

Discussion Items

Corona Virus Update

Mayor Littleton reported that the Governor declared a State of Emergency in Virginia earlier in the day, which would allow emergency resources to be freed up to address state and local needs. He noted the need to ensure the continuity of government; to ensure emergency responses if needed; and, to keep the public informed on what was occurring on a regular basis for the protection of their health.

Town Administrator Davis reminded Council and the audience that the best source of information for anything related to the Coronavirus was the CDC and the Virginia Department of Health, including Loudoun County’s Health Department Director. He reported that the County has been working on this for more than a month, including updating their pandemic preparedness plan. Mr. Davis advised that they would keep their emergency operations center going for monitoring purposes. He encouraged the public to visit the Town’s website, which contained links to other sites.

Town Administrator Davis reported that Chief Panebianco joined other law enforcement agencies in a briefing earlier in the day related to the steps being taken to keep the public safe and to provide services. He noted that the Town provided critical services, including police, water and sewer, and trash collection, as well as responding to community concerns.

Town Administrator Davis reported that the Police Department had the necessary protective gear in case they needed to go into a situation where there was a sickness. He advised that the officers would refrain from shaking hands with the public. Mr. Davis reported that some public services would be limited, such as finger printing and police ride alongs. He noted that the County dispatchers would conduct additional screenings of calls to identify whether they involved any issues of sickness; and, if so, the officers would limit their response to non-life threatening situations and allow the emergency responders to handle the other calls.

Town Administrator Davis reported that on the utility side, IES had redundancy built into their operations in the event of an illness. He noted that the system could also be monitored remotely, with an alarm being sent in the event of an issue.

Town Administrator Davis advised that as to solid waste services, Bates Trucking made sure their employees had the resources necessary to ensure continued trash and recycling collections. He opined that there was no reason to doubt their ability to continue to do so.

Town Administrator Davis reported that as to communications, he was deferring to the County regarding health specific information; however, he would be the point of contact regarding Town services and operations. He opined that the County was doing a good job of sharing information and noted that this was a rapidly changing environment.

Town Administrator Davis advised that as to the remainder of the Town's operations, they would generally continue as normal. He reported that the public spaces in the Town Office were being disinfected daily and the employees were washing their hands frequently. Mr. Davis advised that if someone needed to enter the building, the staff was distancing themselves appropriately or would ask them to step out of the building if needed. He noted that there were masks available in the Town Hall if needed. Mr. Davis reminded Council that the Corona virus was not an airborne one, but rather was transmitted through water droplets. He noted the need to maintain a six-foot radius between people to avoid transmission of the virus. Mr. Davis advised that it could live on surfaces; however, it would not spread through the HVAC system.

Town Administrator Davis noted that the public was being strongly encouraged to limit large gatherings and events. He reported that many, such as Shakespeare in the Burg, were being cancelled or postponed. Mr. Davis encouraged the public to stay informed, to listen to the Health Director and to make wise decisions for themselves and their families.

Town Administrator Davis advised that the Governor's declaration of a State of Emergency allowed local governments to operate under relaxed procurement processes, to address any hiring needs that may arise and to respond to emergencies. He reminded Council that he was the Emergency Coordinator for Middleburg and advised that he would coordinate through the County's Emergency Management Team and operations center. Mr. Davis opined that it was not necessary to declare a State of Emergency for Middleburg at this time and advised that he would declare one when it was appropriate. He further advised that he would continue to hold conversations with the County about staffing and services. Mr. Davis noted that he was working to add to the Town's emergency operations plan.

Mayor Littleton suggested the Town Administrator identify a replacement in the event a member of the staff needed to go into quarantine. He acknowledged that a lot of the work of the Town Office could be conducted from home. Mr. Littleton noted that the Police Chief had challenges as the officers could not work from home; and, advised that he was working on back-up replacements for his officers.

Mayor Littleton suggested the community use common sense, clean their areas and avoid large gatherings for the next couple of weeks.

In response to an inquiry from the Council, Town Administrator Davis reiterated that he had the authority to make a Declaration of Emergency; however, the Council would need to approve it at the next meeting or during a special meeting to be held within forty-five days.

In response to an inquiry from the Council, Town Administrator Davis advised that conversations were being held between the Governor and the FOIA Counsel. He opined that there may be additional flexibility granted to hold meetings telephonically if this turned into a long-term issue.

Mayor Littleton noted that the adoption of the budget would be the biggest issue to be addressed. He further noted that the FOIA Council and Governor were aware of these needs and were trying to make the appropriate accommodations.

Vice Mayor Kirk moved, seconded by Councilmember Miller, that Council name the Town Administrator as the Coordinator of Emergency Management for the Town of Middleburg in accordance with Code of Virginia Section 44-146.19 and direct him to develop an updated emergency operations plans to ensure continuity of services and government operations.

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

No – N/A

Abstain: N/A

Absent: Councilmember Daly

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

Review of Action Plans (Monday) – Council Strategic Initiatives

Town Administrator Davis reported that the staff and Council liaisons were working to develop the specific timelines associated with each initiative; however, they were not all fully developed. He noted that in the meantime, he provided an estimated completion date for each of the items. Mr. Davis displayed an example of one of the timelines that was developed using the software Monday.com. He reported that links to the software would be placed on the Town's website for each of the items. Mr. Davis advised that as they were updated, the public would have real time information on their status. He suggested the staff walk through each of the items with the Council next month.

Mayor Littleton noted that the members of Council would have view access to the software and advised that the Town Administrator would provide training on how to use it.

Town Administrator Davis noted that some of the items had moving timelines. He cited the economic development initiatives as an example and reported that EDAC would be discussing the long-term economic development plan within the next couple of weeks. Mr. Davis opined that the timelines that were being proposed were aggressive; however, they were manageable for now. He noted that the work on some of the items had already begun.

Options for Assisting Low- or Fixed-Income Residents with Utility Bills

Town Administrator Davis reminded Council that they have held discussions on how to help low- and fixed-income residents with their utility bills, while keeping the Utility Fund financially healthy. He noted that the staff looked at the options and recommended the Town partner with an existing non-profit organization that already did this, such as Middleburg FISH and the Windy Hill Foundation. Mr. Davis further recommended the Town give them a contribution that would be specifically designated for Middleburg residents' water/sewer bill. He suggested they be required to provide the Town with an annual report of how the monies were spent. Mr. Davis advised that these organizations already had the mechanisms in place to vet and understand an individual/family's needs.

Town Administrator Davis advised that a decision was not needed at this time; however, if the Council wanted to provide some guidance, the donation could be added to the draft budget as a General Fund line item. He noted that the money would be returned to the Town in the form of a Utility Fund revenue when the bills were paid for individuals.

In response to inquiries from the Council, Town Administrator Davis advised that he could not provide an exact cost figure. He noted that based on experience, the staff knew that Middleburg FISH and the Windy Hill Foundation were already helping to pay water/sewer bills. He opined that if more money was available, they could help people more frequently. Mr. Davis advised that he was happy to reach out to them.

After some discussion, the Council expressed an interest in the option as recommended by the staff; however, they also expressed an interest in pursuing State Code changes that would allow for a different rate structure for low- and fixed-income residents.

Town Administrator Davis noted that depending on the criteria to qualify, this could be cumbersome to track and operate.

Mayor Littleton agreed that going with a non-profit organization was fine; however, he noted the need to get the word out about the program. He also noted the need to place handcuffs on the use of the money.

The Council inquired as to the cost of the program. They questioned what would happen if the Town provided funding in the amount of \$10,000; however, the cost turned out to be \$17,000. It was suggested that the Town could identify a limit on funding, such as five percent of the Utility or General Fund budget.

The Council held some discussion on allowing the staff to manage the program in order to ensure control of it. It was noted, however, that this would involve a lot of staff time. The Council questioned how other jurisdictions handled this and agreed they needed more information. It was suggested that qualifications could be tied to something like Section 8 Housing or the SNAP Food Assistance Program.

Town Administrator Davis suggested he talk with the County's Department of Family Services to see if they could serve as the clearing house. He noted, however, that this would not address those living on a fixed income.

The Council agreed the program needed to be easy for both the applicant and the staff. They noted the need to educate the public about it once it was in place. They continued their discussion of the cost of such a program and how it would operate.

Structure of 501(C)(3) – Middleburg Charitable Foundation

Town Attorney Crim reminded Council that the goal was to create the Middleburg Charitable Foundation to administer the Health Center Fund. He advised that he spoke with the Town's auditors who confirmed that if the Town had too much control over the foundation, it would not be able to operate within the manner in which the Council desired. Mr. Crim suggested the way around this was to make the funds a conditional gift to the foundation and to set a limit on the amount that could be spent annually. He noted that the Town could also require that the principal remain untouched or only allow a percentage of it to be touched annually. Mr. Crim explained that regardless of the conditions set, they must be set at the beginning.

Town Attorney Crim reminded Council that they discussed having the Town serve as the sole member of the LLC. He suggested that instead, there be no membership. Mr. Crim further suggested the foundation be run by a board of directors; however, it should not consist of a majority of the members of Council. He noted that there could be standards for serving on the board, such as that the members must be residents of the Town.

Town Administrator Davis explained that the concern was what would happen in the event the board of directors disbursed all the money to another organization. He suggested there be conditions on the gift or a requirement that if they wanted to disburse all the money, it would require a unanimous vote of the board of directors. Mr. Davis noted that by having a member(s) of the Council serve on the board, this would protect the Town's interests.

In response to a Council suggestion that the foundation only be allowed to use the interest earned, Town Administrator Davis suggested the Town may want to give them the flexibility to tap into the principal to support the organizations in town if the returns were low.

It was suggested that the funds be used to benefit people in the greater Middleburg area only. Town Attorney Crim confirmed that criteria could be set for its use.

In response to an inquiry from the Council, Town Administrator Davis suggested the staff update the draft bylaws and articles of incorporation and continue to work out the details of the foundation. He suggested this item be returned to them in April. Mr. Davis confirmed that Mitchell & Company was continuing to work on the IRS filing. He advised that it would not be completed by April 1st; however, he opined that it would be by the end of the fiscal year.

In response to an inquiry from the Council, Town Administrator Davis confirmed they must appoint the board of directors. He suggested they reach out to the current members of the Health Center Advisory Board to see if they would be interested in serving. Mayor Littleton suggested that Vice Mayor Kirk and Councilmember Miller, who were the Council representatives to the Health Center Board, handle this.

Mayor Littleton recessed the meeting for a short break. He called the meeting back to order at 7:29 p.m.

Branding Proposal

Town Administrator Davis reminded the public that the branding project involved long-term conversations and was not something that was hidden from the community. He reported that it had been brought before the Council a minimum of eighteen times. Mr. Davis reviewed the draft information sheet, which described the logo (horse jumping over a stone fence) and explained what it represented. He reminded Council that years ago, the Town seal contained a horse and fence. Mr. Davis opined that there was a misunderstanding among the community as to the cost for creating the logo. He asked the Council to endorse the recommendations as presented so they could be implemented.

Mayor Littleton thanked Councilmember Miller and those who participated in developing the logo. He opined that it reflected the honest, diligent work necessary to find something that reflected Middleburg. Mr. Littleton acknowledged that some people were going to love it and others would hate it; however, he opined that those involved in its development did an admirable job.

Some members of Council advised that the proposed logo was not what they would have proposed; however, they noted the need to support it. It was stressed that this was not an indication that the Town was now anti-fox and noted that the Town seal would not change.

Councilmember Pearson moved, seconded by Councilmember Leonard-Morgan, that Council endorse the branding and marketing logo as presented and direct staff to continue efforts in implementation of the new logo.

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

No – N/A

Abstain: N/A

Absent: Councilmember Daly

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

Information Items

Coalition of Loudoun Towns (COLT)

Mayor Littleton reported that during the recent COLT meeting, discussion was held on the responses to the Corona virus and advised that all the towns were doing something. He noted that the Mayors agreed to share information.

Mayor Littleton reported that Loudoun County's Deputy Director of Planning briefed the Mayors on the comprehensive zoning text amendments that would be undertaken as a result of their Comprehensive Plan update. He advised that they wanted input from the members of COLT on what those amendments should look like and agreed that COLT should be a stakeholder. Mr. Littleton reported that COLT identified two items that needed to be addressed, the first of which was the need to have control over each towns' borders by having a co-say in any thing that occurred within them. He advised that the County's response to this suggestion was a positive one.

Closed Session – Property Acquisition

Councilmember Miller moved, seconded by Councilmember Leonard-Morgan, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for (1) the discussion or consideration of the acquisition of property for a Town Administration Building as allowed under Subsection (A)(3). Councilmember Miller further moved, seconded by Councilmember Leonard-Morgan, that the Council thereafter reconvene in open session for action as appropriate.

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

No – N/A

Abstain: N/A

Absent: Councilmember Daly

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

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

There being no further business, Mayor Littleton declared the meeting adjourned at 8:07 p.m.

APPROVED:

Trowbridge M. Littleton, MAYOR

ATTEST:

Rhonda S. North, MMC, Town Clerk

March 26, 2020 Middleburg Town Council Meeting

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

Bridge Littleton: All right. We will call the March meeting to order. First item is Pledge of Allegiance.

Everyone: [Pledge of Allegiance]

Bridge Littleton: Okay. Next time is roll call.

Chris Bernard: Chris Bernard.

Bud Jacobs: Bud Jacobs.

Darlene Kirk: Darlene Kirk.

Bridge Littleton: Bridge Littleton.

Peter Leonard Morgan: Peter Leonard Morgan.

Cindy Pearson: Cindy Pearson.

Rhonda North: Rhonda North Town Clerk.

Martin Crim: Martin Crim, town attorney.

Danny Davis: Danny Davis, town administrator.

Bridge Littleton: Okay, I will throw a monkey wrench into the works. Stuart you want to give your report first that way you don't have to wait? Unless you want to wait. [laughing]

Stuart Will: All right. We're waiting on testing to come back. The Department of Health asked that we do 2 back [inaudible] that we anticipated and they wanted a nitrate nitrite. We're waiting on results from that. And we are also waiting on a pressure regulator. There's an air compressor in there. That air compressor actuates all the valves in the entire plant. And it's original equipment. It just went bad. It's blowing air like crazy. So after that, we anticipate we should be able to bring the plant up and running. [laughing] We'll cut the cake after we make water for a couple of weeks.

Bridge Littleton: All right. Any questions for Stuart? OK. Stuart, thank you. Appreciate it. Know we go back to our regularly programmed schedule. First item is the public hearing for the real estate tax rate for the fiscal year 21 budget. So we will open the public hearing. Would anybody like to speak on the tax rate proposal? We will now close the public hearing. Danny. Yes.

Danny Davis: No action is needed at this time and the information is as written. I can answer any questions that you might have.

Bridge Littleton: Any questions for Danny? OK. Next item we will go to is the utility fund line of credit. So, David, I believe you're going to join us for this one. Awesome. You and Danny want to take a minute and then we'll just do a review of it and we'll have the public hearing.

Danny Davis: Will do. Thank you. And briefly, you have the information in your packet here. Mr. Rose has an updated presentation and information that will cover a few more details. The specific item to note tonight is that the line of credit is the item of the public hearing and also the item that we would request council action on for this evening. The additional information on the refunding opportunities can inform decisions that we would anticipate making or asking you to make at your next meeting on March 26. Very briefly, we discussed this with the Finance Committee last week. And while there was very much acceptance of the positive nature of this, they did ask us to go back and ask banks for best and final offers. And as you see in the report, that resulted in a decrease of 29 basis points for the tax exempt portion of the line of credit and 37 basis points on the taxable portion, which brings it almost to 2 percent. Phenomenal rates for the town at this time. And the line of credit is for the utility fund to build back the reserve. As we've talked about a few times and also plan for future capital projects. So that's a brief overview on that. I'll wait and we can talk the refunding opportunities in a moment.

David Rose: Appreciate it, Mayor. And I think Danny gave an excellent overview. If you go to Page 2, just a couple of important points. Working with the folks at BB&T who we recommend here could not be better because they're giving us flexibility. Pre payable any time, no penalty. We don't have to take it all down over time. The rates set it's just exactly what we had hoped for and then some. So I don't think we have a whole lot more to talk about there. It really is something that I think we should move forward with and put it to bed so to speak. With regard to the refund things. I'm glad I'm here tonight just to give you a sense of what's going on in the marketplace. I know I'll lose my younger colleague who is here with you all at the Finance Committee. There may be some questions about should we wait until August? I think the answer is absolutely not. Today, with the markets basically melting down, the nominal rate for bonds went up 50 basis points on paper, 50 basis points. Yes. Now the reality, no one really knows that they went up because there's really no buyers. So a number was just thrown in there. That's right. I saw those markets like that in 1987 was the last time I saw well actually take back. 1982. The markets look like that 83 to be exact about March when overnight the market rate changed 50 basis points and that was when rates were at 14 and a half percent went to 15 or 15 in the quarter. So we've got the opposite here. What we've got is two opportunities and you do not have to make that decision tonight, but you will have to make that decision for the next meeting, because the banks, in effect, will require that next day on page four is what the tax exempt rates look like up until essentially a day or so ago. So now, if I were to add today's rate, at least on paper, you need to take that green and go the opposite way by half a percent. That's how volatile that is. OK. So where we are and what we've got, I think here is is a gift horse, maybe a couple of them. On page five, though, is the Treasury rates. They're all over the place. They still stay down. But again, what's happening is I found out today that the Federal Reserve is actually buying in treasury. There's nobody buying treasuries right now since yesterday [inaudible]. So this is a timely meeting because it goes to show you what I learned from my first boss, who was the treasury secretary. Bill Simon, who said if something is good and it's as good or close to what you hope for. Take it. Don't be greedy. And that's gonna be my recommendation to you. That said, you could always get better tomorrow, meaning it could get better a month from now. We could have negative interest rates and then, you know, they'd be paying you for your money. I don't think that's gonna be the case here in the United States. However, what I do think is we will in these loans if they work and you'll see why I say that. We still have the opportunity to refinance again down the road. So if rates do go down materially, we can always do that again. So we don't lose that opportunity. What I'm concerned about so page six is the opportunities about three and a half million dollars of principle under three different loans. What I'm concerned about and this is not what's supposed to happen, but that the banks turn around and renege. We can't control that. So all we can do is tell them that we want to move forward. And again, it's just the way it is. If I've seen that before the answer is yes. I won't say what banks, but I can tell you they're big and they've done it. And you sit there and you talk to your lawyers and say, well, you know, they wrote it in paper. What're you going to do? Go take them to court? That's not realistic. Especially at three and a half million dollars. It's just not. That's the principle. So I think the point here is if you go to page seven, what we recommend is after the best in finals and getting all of these opportunities with all the cash flows being run, we have effectively results that are bifurcated. The first opportunity we recommend KeyBank, it's a 1.8 Percent rate fixed rate. The second opportunity is the other two. We recommend BB&T at 1.79 percent. These are both well above industry standards of savings. Industry standards, basically 3 percent present value. The smaller one is at five and a half percent. The other one is that at twelve and a half percent, it's very significant. So what's the catch? The catch is that KeyBank technically has not formally approved your credit and they have another week or 10 days to do that. They will do that prior to the 26th when you meet again.

[inaudible] KeyBank is a bank. I'm sorry [inaudible] KeyBank originally was out of a combination of Cleveland and Albany, New York and they merged together. I can't remember exactly which one was out of Cleveland originally, but very good bank society. Yeah. So and I actually did work with the old chairman of that bank on the Dome Stadium. They tried to [inaudible] I remember that. [inaudible] if you talk about Meyer, that was actually one of my colleagues fathers that was Mellon Bank out of Pittsburgh was Meyer. That was the chairman of the Mellon Bank whose last name was Meyer. But anyway, I don't know, maybe a brother or something. But this fellow was Bob can't remember he's passed away now. But we knew I had because my wife's uncle, who just passed away a few months ago, was the chairman of U.S. Steel, and he introduced me to him. That's how I remember knowing him that the banks [inaudible] Cleveland. But anyway. So long story short here, they have that opportunity. They could go away. If that's the case the hope would be that one of the backup banks would be a possibility and would not be as much savings would still be significant. I'd rather not say those banks, but we'll just keep it as it is. The hope is that KeyBank will honor this. And the way again, your credit is very good. There's no reason why you shouldn't be approved. But I could see that as the as the argument, you know, the way to get out of it. BB&T has approved you. So from that perspective, that is set. Like I said, we're in a very strange environment. I read before I came here that the stock market dropped today at the end of the close was the largest since 1987 I remember that. And in 87 bunch of banks and people went out of business basically from that Black Monday. It started with Friday. Thursday into Monday. So that said, I would hope that we see these to fruition and that if you all decide to go forward on the 26th you have these things to know. But we'll monitor. If we find that KeyBank says no or whatever wants to change something we'll let Danny know and you'll know it on the 26th. Whether it's myself or Kyle or somebody Joe will be here. So we'll do that. But let's just take a look at if all works out page 8. What effectively will happen is you will see a shortening of your debt profile by five years. And those last five years, that's the 80 plus thousand is freed up. You're able to absorb the other debt, the principle within the same short timeframe and basically not change very much. The cash flows are de minimus changes and that turns out again to be significant real present value savings and real dollar savings. So it puts you in good stead. And again, I think that would be something I do recommend strongly. I would point out that when we met with you and I met with y'all a few months ago and we talked about upping, you may recall you're on a sign fund balance and some of you and the Finance Committee particularly kind of overrode my younger partners who said, well, it sounds like a high unassigned fund balance, if you recall, maybe Mayor will remember that, maybe some others here. I think you see today why we do that. I mean, with everything shutting down, the situation I hope is not going to be the case for long. But clearly it could reverberate into lessened tax dollars less in sales tax. Unless it meets all the things that we see throughout the country. And it'll impact potentially you. So that's part of I think. I want to be wrong about all that. But I think that's part of why we wanted to have a very significant, robust unassigned fund balance given the nature of your unique government. So didn't expect [inaudible] I have to say that tonight. But I think it's appropriate to remind everybody that, you know, it's why I wear a dark suit, cause thinking worst case all the time. That's really my presentation. So last thing, on page 9, the schedule would ask you to, I understand, have to approve tonight the line of credit. Hopefully that's that shouldn't be an issue. And that hopefully on the 26th we come back with you with some good things to report that is just basically held steady or close to steady. We'll see. And that's our recommendation. And then, of course, there's a variety of things mechanically that have to happen. Those savings at the point in time right now are all net of our costs to banks and to their lawyers, to us and to the lawyers that you have. So that's that's the way it works. So that's why we talk about present value. It's like an APR in a car loan. It's how it really looks. Also, they got explaining to do. That's not the case. That's my presentation. Appreciate it Mayor and council, and happy to answer any questions and all that.

Bridge Littleton: Anyone have any questions for David? I have one question. Do you see any risk? I understand the point with KeyBank, right? They have to approve us. So there's that contingency that's laying out there. Anything can happen. If we went forward them tonight. And you guys communicated that to them tomorrow. What do you think their receptiveness would be? Would they still think [multiple speakers] They take a period to wait and see or it's like, hey, let's just jump on this deal right now and get it?

David Rose: I think that would be the ideal. I think would be ideal to do that. Doesn't mean they can't walk away. But I think the way these banks typically operate, they want to try to hedge and they want to make sure that they're not, you know, putting good capital into a hole. So I would want that. I don't want to be overly pushy. But I think I'd rather be in a mode where I tell them, yes, we want to move forward. Yeah.

Chris Bernard: Are you comfortable that we have all the information we needed to do it?

Bridge Littleton: Because my thought would be this. If you go to him and say, hey, we're willing to accept right now they say OK great. Hey.

David Rose: [inaudible] Technically, they've got this credit committee.

Bridge Littleton: Sure. No, I understand that. But if they come back and figure out and decide they want to bail. Well, then our backup at the next meeting is the other bank.

David Rose: Right. Hopefully.

Chris Bernard: [off mic]

David Rose: [multiple speakers] It's just a very unsettling time. Had this been a month ago or a few weeks ago.

Bridge Littleton: All right. Quick question. Does everybody feel comfortable with doing that? Approving the line of credit and the KeyBank.

David Rose: Don't forget, you've got BB&T for the other piece of it.

Bridge Littleton: Yeah. Sorry. Yeah.

Chris Bernard: I just want to make sure since these are refunding. Do we need any additional ordinance or resolutions going with that?

David Rose: You might need it. [multiple speakers] I would say I'm going to defer to Chris [inaudible] which is your bond council. So chances are you probably do. And that was put together for the 26th. So that's my sense. But at least I think what we would want is you all to tell us, hey, let's contact those folks and say we're gonna formally have those documents approved on the 26th. When will you formally have your approvals for us and all that and until BB&T as well. So that hopefully, you know, again, knowing these banks, they could turn around on the 26th, they may want to wait as late as they can before they you know, they want to see things settle and clear out. Who knows? As long as our advice to you is, I feel like with the line of credit, all things being equal, that should be fine. It's new money. It's the way it's set up for them. But the refundings could be a little funky. That's not a formal [inaudible] but it's come to me this way. But I just as long as you all know that so you don't say, well, you told us [inaudible]

Bridge Littleton: No, I understand. I think it just. I think if we do it tonight and things go the right way, we're in a better position.

David Rose: I think so too.

Bridge Littleton: [multiple speakers] the fall back is where we would be anyway.

David Rose: That's exactly right. Least they know you're serious. And that, you know, it just takes one little more uncertainty for them off the table when this whatever this credit committee is gets together.

Bridge Littleton: Ok. Martin, from your perspective, how would we want to add that component to the draft motion?

Martin Crim: [off mic]

Bridge Littleton: Or Danny whichever. How would you guys recommend it?

Danny Davis: Yeah, I mean, I think he can be a general direction to staff to direct us to move forward with the next two years with the two refunding opportunities and to prepare the documents needed for the next meeting to complete that transaction.

Martin Crim: To move forward with the two funding opportunities and prepare the necessary documents for the next council meeting?

Bridge Littleton: And to communicate to the banks. [inaudible] You got that? Okay. And Rhonda we have to have a public hearing for this too, right? [inaudible].

Rhonda North: You've already had the public hearing [multiple speakers]

Bridge Littleton: Okay. Is there a draft motion?

Chris Bernard: All right. I move that the town council approved the ordinance authorizing the issuance of general obligation notes.

Bridge Littleton: [multiple speakers] So before Chris reads the motion, we will open the public hearing on the two on the line of credit. So if anybody like to speak on that? Okay. We will close the public hearing. Motion?

Chris Bernard: I move that the town council approve the ordinance authorizing the issuance of general obligation notes of the town of Middleburg, Virginia, in the maximum principle amount of two and a half million dollars to finance various capital expenditures for water and sewer system purposes. And the resolution providing for the issuance, sale and award by the town of Middleburg, Virginia. Of general obligation notes heretofore authorized and an aggregate principle amount not to exceed 2.5 million dollars and providing for the forms, details and payment thereof. I also move that the council approved town staff to move forward with the two refunding options and prepared documents for the next town council meeting for final approval.

Peter Leonard Morgan: Second.

Bridge Littleton: Ok. Any other discussion? Just want to say David thank you and all your guys for all and the Finance Committee for all their hard work getting here. This is great. So really appreciate it. OK. This is a roll call vote.

Chris Bernard: Yes or Chris Bernard do we do it by name or just yes? Yes.

Bud Jacobs: Yes.

Philip Miller: Yes.

Darlene Kirk: Yes.

Peter Leonard Morgan: Yes.

Cindy Pearson: Yes.

Bridge Littleton: Motion carries. Thank you very much. Ok. Next item is staff reports.

Danny Davis: Mr. Mayor. Did you want to handle this like last time? OK. You've received the staff reports and appreciate all the information provided there. Just a quick couple of things for us. One is, as you know, Julie began with us this week and she is still here. We did tell her that on Tuesday morning. She would probably heard it four

different times. But we are glad she she came back and things are going very well. We have also, as I informed you in an email, hired our administrative and accounting associate, Shannon Anderson. And she is coming to us from the county government. And we are excited about both of them and their enthusiasm and skill sets and where we will go from here. So it's a very positive step. It's a it's a weight off our shoulders just to get this process completed. And I appreciate your patience during that time. It's been a long time. Yes, and it's been. But we definitely appreciate John and his interim service. He's going to continue on supporting us through some projects and helping Julie get caught up on just the systems and other projects. And of course, we appreciate Marsha and all that she's done for us at the front counter, as well as a quick update. Business licenses were due March 2nd and we have now tallied those revenues. We are about one hundred and ten thousand dollars over budget in those business licenses. We budgeted four hundred twenty five thousand in current budget and we brought in about five hundred almost five hundred forty thousand five hundred thirty five thousand. You're welcome, by the way. So, again, that's a that's a global picture of the economy here in Middleburg, which is very good. But again, as we talked about the budget meeting, being cautious and not expecting that to necessarily repeat every single year, I will note in economic development that we have received a draft of a portion of the EDAC study and recommendations and we had a good conference call with them this morning. And then this is going to sound like a cop out. But in Mr. Moore's report, you can see that planning commission is very, very busy and active, as is the HDRC they have a lot on their plate, but it's also really great to see those projects moving forward. So those are my very brief highlights for you. If you have any questions on the staff reports, the staff or I are happy to answer them.

Bridge Littleton: Any questions for Danny or members of the staff? Great. All right. Thank you all very much.

Danny Davis: And real quick. Just a reminder for the public, there is a police officer opening in the police department. So for anyone watching or who may hear if you are a certified DCJS police officer, contact Chief A.J.

Bridge Littleton: So it means I don't qualify. Okay. Any reports of town committees or council liaisons Cindy.

Cindy Pearson: Streetscape met this morning. And they just wanted everyone to know that within the next two weeks on South Madison Street, they're going to start pruning trees there. And then within a next few weeks after that on East Washington Street, they're gonna be looking at removal and pruning and replacement in that area.

Bridge Littleton: Perfect. Peter.

Peter Leonard Morgan: Just to say that the Go Green Committee postponed its Middleburg Wellness Day, which was scheduled for the 28th of March due to the current situation with the COV-19.

Bridge Littleton: Any other updates or inputs? OK. Consent agenda. Is there anything on the consent agenda that anyone would like to have removed? Ok. Is there a motion for consent agenda?

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

Peter Leonard Morgan: Second.

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

Everyone: Aye.

Bridge Littleton: Opposed abstentions. All right. Next item is action items. I think this is the point Danny where we will do the update on the Coronavirus.

Danny Davis: Oh, you want to do that here?

Bridge Littleton: Yeah. It's just easiest. OK. So real quickly, just to get us started off. I'm not sure if everybody saw it early this afternoon, the governor announced a state of emergency for the state of Virginia. Really, it's just to allow emergency resources to be freed up to take care of local or state requirements.

Chris Bernard: [off mic]

Bridge Littleton: Oh, yeah, I haven't seen. Yeah. So anyway, real quickly, what we want to cover is I know some of us have already spoken today with the Coronavirus out of an abundance of caution, just making sure that we take all the appropriate measures to be ready in case something does happen. I mean, nothing's happened. Nothing's that we know of what happened. But, you know, it is making sure we have really sort of three things. Number one, continuity of government. Number two, emergency service response if needed. And number three, just keeping the public informed of what's going on a regular basis, both for their own health. So safety and wellness and what we have organized and prepared to do in the unlikely event that something did come to the town of Middleburg. So with that, we've really got two things here. And Danny, if you want to go over your memo and then we can go over the two things we want to move forward with after your review.

Danny Davis: Thank you, Mr. Mayor, and appreciate the council and your attentiveness to this issue and you're wishing and desire to bring this forward at this meeting and also just so we can continue to provide good information to the public. The most important thing I would try to remind council here is that the best source of information for anything related to the Coronavirus is to go back to the professionals and the experts in this area. That would be CDC VDH the Virginia Department of Health. And then our local Loudoun County Health Department director is David Goodfriend. And Dr. Goodfriend is kind of our local expert, if you will. And all things related to pandemics and other situations like this. The county stood up. Their emergency operations plan cut back in January, their pandemic preparedness plan. So they have been already working on this for over a month, almost two months now, and continue to keep their emergency operations center going on a monitoring basis. That gives us avenues of communication as well with them. So, again, most importantly for the public specifically, keep an eye on our website where we will have links to other sites. We like to send people to the county's Web site, which is Loudoun.gov/Coronavirus. Those are both ways to get appropriate links to these areas. Again, you will see information coming from the county, different press conferences or briefings from the school system in their own way as they have their own specific decisions that they make. As I note in here, A.J. did join the other police chiefs and Sheriff Chapman and Chief Johnson of Fire and Rescue in a briefing today about protection for our law enforcement, which is important, and the steps taken for keeping the public safe and providing ongoing services. Obviously, we have critical services that we do provide here in town, even though we have limited services. Those are public safety and that's critical to continue. Water and sewer being a huge one. Trash collection continues to be one that's of critical importance and then being able to respond to the community's concerns. I won't read this whole thing, but simply to say that the police department has the gear and the protection that they need. If they go into a situation where there is a potential sickness, then they have masks they can wear. They have eye goggles that they can wear, likely won't be wearing gowns, but have the necessary means to disinfect themselves. In our town where community is so important, we're used to walking down the street and shaking everybody's hand. I will say that is likely not going to occur for a while now. Our police officers will happily say hi, but we will try to do our part as our staff. And I encourage you and members of the public to find your alternate elbow bumps or toe taps or whatever it might be. It just as one measure of helping reduce the spread. A.J. has limited some of those direct public services, fingerprinting, ride alongs. But again, his officers will continue business as usual. They will be present and they will be available for any need that arises. Dispatch will be doing some additional screening when calls come through to 9-1-1. This is Fire and Rescue runs the dispatch center to ask a few questions about whether the person is exhibiting any potential signs of sickness or Coronavirus that gives EMS particularly, but also law enforcement a heads up of what they might be walking into. We will limit our response to non-life threatening illnesses. Sometimes we're the first on site, but if it's not a bleed out situation or heart attack, then our officers will likely wait and just keep a distance and allow EMS to respond. On the utility side, IES is also in the same way, both protected with the right equipment, but also we have redundancy in operations. They have six operators that are trained on our systems, which is very important so that it's not all based on Stuart and his health. And so there is redundancy and they have multiple operations throughout the region. Should that become an issue where a number of their operators are sick? We may have to have scaled back service levels, but we will have the ability to run our systems, to keep our

chemicals up to date, to make sure the plants are operating appropriately. And as mentioned, we can monitor our entire system remotely. So we know if an alarm goes off, is that a true emergency alarm or is it something that can wait a few hours to respond to trash service? We will continue in constant communication with Bates and making sure that they have the resources they need. But as of today, we don't know of any reason to doubt their ability to continue to pick up trash service communications wise. Essentially on the communications point of contact for the town. So as citizens call in again, we direct them to the county for health specific information. But if there are things about our services or our operations, I would be the best one for the public to contact or for you to contact. Not really. I don't believe so. I haven't taken any. And I think part of that is the good information coming from the county that is shared well and that their briefings are all webcast and kept up to date. So, yeah, and that is that is absolutely a great point, because even the governor and his his announcement today said it's a continually changing situation and they continue to monitor. As you've seen with sports leagues, NCAA those all change in hours of discussion. One of those other comments. Well, I'll get to that in a second. The rest of our operations, we are continuing generally as normal. We are making sure to disinfect and wipe down public spaces each and every day. I've encouraged multiple times and we do make sure we wash our hands. We cover coughs or sneezes. And if someone should come in that we have concerns about, we can either distance ourselves as appropriate and or necessarily ask them to step out if need be. We do have a backup supply of masks for us as well here. Should there be any immediate and urgent concern? As a reminder, this is not an airborne transmission where if you sneeze or cough, it gets in, the ventilation spreads throughout. This is a water droplet transmission. So generally it's a six foot radius around where you are for potential contamination or transmission. Now, that being said, that virus can live on surfaces and that's why it's so important to always wash your hands, always disinfect hard surfaces. But in terms of if someone were to come in the building and not necessarily be around us, it's not going to spread throughout the HVAC system. And that's an important thing just for us and also for the public to be reminded of. That being said. The point about gatherings and this came up in the governor's again comment today is strongly encouraging people to limit their large gatherings in large congregant activities. This could be anything from the events which I think kudos to Council Member Leonard Morgan. That was not an easy decision, but it came a day before it would have been easier to make. So I think for you guys, that was a very good decision. The community center others have already announced Shakespeare in the Burg that their events have been postponed or cancelled. I've not heard anything about the races as of yet. And I would hope we hear something in the coming coming week or so, because that's with them almost a month away. But this affects greater. As I know, I believe the Episcopal church is not meeting for a couple of weeks. I know other churches, either in town or in the region have discussed that as well. And it's, you know, mass gatherings are ways where this can be spread. So I would just say simply stay informed, listen to your local health director and make wise decisions for your own personal needs and also for your family. The governor did declare a state of emergency for the Commonwealth. This is beneficial in a number of ways. It's while it seems like a formality, it does provide additional flexibility for the government and local governments to be able to take advantage of relaxed procurement, potential hiring or part time hiring and response to these emergencies for whatever purposes we might need. So a lot of those restrictions or requirements when it comes to those areas are now relaxed or removed at this point. I am the emergency coordinator, emergency manager for the town. And again, as mentioned, I coordinate directly with the county and their emergency management team and emergency operations center. At this point, we don't feel it's necessary for the town to declare a local emergency. However, state code gives me that authority to make that declaration at the time that it would be appropriate. And so we will continue to stay on top of the appropriate time for that to take place. Again, that would just simply open up a little bit of flexibility in certain areas when when the time is needed. But that being said, we are obviously clearly in a place where we are preparing and we have things underway and continuing the conversations with the county regarding staffing response, how to address levels of service at various levels of potential outbreak within our community, broadly community. And finally, I am working on adding to our plan. I would say to respond to emergency operations. I think what we have is I'll just say limited. And so I think being able to develop that in a more clear and defined manner is important. And so we will continue working through that over this period of time. So sorry to take so much time, but I think it is important to walk through this, talk with you about it. It's good for the public to hear as well. Again, our intent here is to make sure the public gets good information, takes rational decisions for their own sake. We also here as a as a government town government working with the county government are providing those resources needed for the community at large.

Bridge Littleton: The only thing I would add to that too is and Danny's working on it right now, so it should be here the next day or so is from a continuity of government standpoint. You know, if a member of the town staff needs a quarantine for whatever reason. You know, we're gonna have an entire sort of not really a flow chart. But a you know, who fills in for who if there is a gap. And also, you know, especially with the town staff here in the town hall, you know, if somebody is at home, they can work from home. A lot of what needs to get done can be done from home. You know, A.J. has a different challenge with with officers, but he's already working on how to backfill if somebody does potentially have to self-quarantine or something like that. So I think we have taken the right steps to get to know what we need to do. And in the next day, I think all that stuff will be ready to go. What day did provide to you? We actually got this from VML. It's a draft declaration of local emergency. So we do have it. It is able to be filled out. We know exactly what to do now. So, again, don't need to do it right now, but we do have it ready to go if in the case that it is needed. Other than that, I think the only other word I would say to the community at large is to sort of echo what Danny said is just using common sense and just being smart about, you know, being clean and stuff like that. And I do think the avoiding large group gatherings, you know, is a good idea, especially over the next couple of weeks as as this whole thing sort of develops. And I will say, I think it is the right move. You see, in most of the states and most these large are organizations. They're not saying months, you know, they're saying two to three weeks. Right. Let's let you know. Let's be prudent. Let's be smart. And over the next two weeks, see how things develop and then take it from there. So it's a very measured approach. And I think it's like what you guys did is the right call. So other than that. That's where we are. Does anybody have any questions or inputs or thoughts for Danny? No. OK. Yeah, sure.

Peter Leonard Morgan: So with the declaration of a local emergency do the council members need to be present to sign it? Or how does that work? [off mic]

Danny Davis: Right. So what we would do is the state code gives the emergency manager the authority to make that declaration and then bring it to the town council at your next regularly scheduled meeting or a special meeting convened within 45 days, whichever comes first.

Peter Leonard Morgan: And worst case scenario. We don't have quorum for some reason at that next meeting. What happens then?

Danny Davis: Sure. If we had to cancel that meeting, then we could potentially call a special meeting at a time when there could be a quorum.

Bridge Littleton: So if you have the emergency, you can do emergency related items telephonically. And that can establish a quorum.

Chris Bernard: [off mic]

Danny Davis: We would still need you to adopt it to retroactively affirm the decision that I made.

Bridge Littleton: Oh, absolutely. Once the state of emergency is declared. [inaudible] But even, you know it's a good question. Right? I mean, let's say. And now this is like worst case. But a quorum can't be physically called because some people have decided to self-quarantine or something. We could do it electronically and get it all taken care of. Excuse me telephonically.

Danny Davis: And I know there are conversations occurring right now with the governor, with the FOIA Council, with others, thinking that there may be additional flexibility granted to governing bodies to hold meetings, potentially even public hearings. Telephonically, remotely as needed, as long as we make a way for the public to hear and be engaged in that. If this were to continue to be a long term issue for the community. So those, you know, obviously meeting in person is important but.

Bridge Littleton: There's timelines on the budget. And, you know, we're not alone. It's every single municipality in the state has got to approve its budget within the next whatever it is. And so, as Danny said, the FOIA council where

the governor's office is aware and they're figuring out how to make the appropriate accommodations. You know, if that needs to be done telephonically. Any other questions for Danny or anyone? Okay. Yes, ma'am.

Darlene Kirk: I move this town council name the town administrator as a coordinator of emergency management for the town of Middleburg in accordance with Code of Virginia 44-146.19 and direct him to develop an update emergency operations plans to ensure continuity of services and government operations.

Chris Bernard: Second.

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

Everyone: Aye.

Bridge Littleton: Opposed abstentions. All right. I'm going on to the next item. It is review of the action plans. Danny you're still on deck.

Danny Davis: I feel like I'm on most of the lists tonight. Thank you, Mr. Mayor. This really is, though, even though I'm introducing the item is mostly the work of our staff as they've been working with council and the liaisons for each of these strategic initiatives. What we have done is, is draft out for most of these actually more specific timelines than what you're seeing on this one pager. But we weren't fully ready to to release all of that yet or to not all of them were maybe completely developed. So we wanted to give you at least a general idea of the ones where we had expected timelines. And then when we see those beginning, because at least that gives you a general idea of where we're thinking with each of these items. So don't necessarily need to walk through each one of these. But I wanted to provide you that overview and then also provide you some of you have seen or at least provide you that a sample of what the Monday.com looks like. Granted, in a print out, this is an export to Excel, which we then saved to a PDF. So a printout is different than what you would see on line, but generally same type format. And what's great about this is that as we update this online, we will have public links on our Web site and real time updates. So our thought process would be that at the next council meeting, I would take maybe five or 10 minutes and walk you through just what it looks like to visit the Monday.com site. That way you can see how to go and check on them as you wish. And again, you'll know that that town staff are keeping these up to date on a regular basis.

Bridge Littleton: So one thing I want to add to as with the Monday, it's a Web based system. The Monday.com. And all of us will have view profiles where we can go in and track the status of anything going on. And if something, for whatever reason, we have to be an approver or reviewer of something. It'll have that functionality in there. And so I've asked Danny that once it's ready for all of us to really, you know, it's populated. It's ready for us to learn how to actually go in and log in and use the tool that will set up a couple of different times for training. And you can come in and it probably takes about 30 minutes to get comfortable how to use it. But I think it's a great tool and it's going let us all sort of self-serve ourselves.

Danny Davis: With this, I would just simply say we're you know, some of these are I won't say moving targets, but they are. They were in a continual step change as well. I mean, branding we're talking about shortly. EDAC strategy As I said, we're discussing with EDAC in a couple weeks. So some of these are well, there are parts of it we can go and discuss with them. So, again, some of these will be potentially moving timelines and deadlines. Once we get through that. But I will say, I think this is as. As we've noted before. Aggressive in terms of putting good projects before us. But I think as we work with staff and specifically in these areas where there's a lot going on, that I think it's also manageable as of now.

Bridge Littleton: Well, especially now you're fully staffed, there should be no complaints. [laughing]

Danny Davis: Just in time for us to go on lockdown. [laughing]

Bridge Littleton: Ok. Anybody have any questions for Danny? Ok. Let the fun begin.

Danny Davis: And you'll see some of these are beginning this month. I mean, I think the Planning Commission intends to talk about Federal Street at their meeting this month. That's great. And so we are getting right on it.

Bridge Littleton: And I really appreciate your guys attention to, you know, organizing them in a systematic way so we could track and make sure they all get done. That's great. OK. Next item is options for assisting low or fixed income residents with utility bills.

Danny Davis: Mr. Mayor & Council.

Bridge Littleton: Guess who's briefing this one?

Danny Davis: Julie. [laughing] Council to discuss this in a couple of different budget cycles about how do we help residents who may be low income, maybe fixed income, especially understanding that it's important that we keep our utility system sustainable and financially healthy. And so the proposed rate increases that we include are necessary for that and ongoing operations. And yet we want to be sensitive to those maybe who are on a fixed Social Security income or those who are low income residents of our town. We looked at a number of options. I don't need to go through all of those for you. You can read them. And if you have questions on any of them specifically, I can answer or defer to Mr. Crim. Some of those are suggested and preferred idea would be that we partner with existing non-profit organizations here in the town that already do this to a degree and that we provide them at the council's discretion. A dollar amount has not been suggested at this point, but that we provide them some sort of designated contribution that would be set aside in a specific fund or line item for Middleburg residents and their assistance in paying water and sewer bills specifically. So we would want it not to go towards their electric bill or their Verizon bill, but be specific to our water and sewer. As mentioned, we have a few organizations that already do that. And I may have missed others, but I know Middleburg Fish is a big one and they help people all around the region. So again, we'd want this to be focused on town of Middleburg accounts. And also Windy Hill has their own existing programs as it is to assist their residents. So we could suggest designating that one. One way this could happen is that you designate a certain amount of money to each organization, and it might be that they don't use all those funds for two or three years. We don't really know. And then they could come back to us either with an annual report or on a regular basis to report where that fund stands. Alternatively, we could grant smaller amounts of money and then ask them to return to us if they have gone through that. These organizations typically already have mechanisms in place by which they can vet people's income and assets and understand their true needs. So that would be our recommended path. If this is something council wants to look for, that don't necessarily need a decision tonight, but we would take some guidance if you want us to move forward with developing more specifics around this. And then we could also look at adding this potentially as a line item in the budget. Specific to this would be our idea would be this would be a general fund contribution supporting people. But the revenue comes into the utility fund. So it's not taking out of the utility fund as a contribution. It's taking as a general fund contribution. But then obviously supporting the utility fund through payments.

Peter Leonard Morgan: First of all, thank you, staff, for a lot of effort you put into that. Wonderful. My preference is certainly number four. I think they're the professionals. And if we can support the professionals to do the job that they understand, I think that would be a great way to go.

Bud Jacobs: I also support Option 4. Have you had a chance to talk with either Fish or Windy Hill about what that universe might look like? How much money are we talking about here?

Danny Davis: I have not specifically at this time. What we know are anecdotal comments either from members of the public when they have a higher water bill than normal. And sometimes to be honest it's maybe a 30 or 40 dollar difference right from one month to another. They typically pay the minimum \$69.58 and they use an extra thousand gallons and it's \$38. \$35. We also know to a degree, just anecdotally, you know, situations where Middleburg Fish or Windy Hill has paid bills for folks. I'm not sure I'm prepared to answer except to say I don't think it's more than, you know, five hundred dollars, maybe a billing cycle, maybe a little bit more, but I'm not even really that much. So it's a relatively small number. That being said if it's available, it might be used more frequently. You know, if we

have resources to reform, fixed income residents or low income residents have the resources available. But again, that's a general idea of maybe scale and we'd be happy to reach out to them and talk more directly.

Chris Bernard: So I also like number four. I think it's good. My only concern with that is I'm sure there are people out there who either don't know or are unable to or for some reason choose not to work through those organizations or ask for help. So is it. Does it make sense to start with option 4 and then pursue, I think, option one and see if we could become a jurisdiction that has the ability to create a discounted rate? Is that how I'm reading that?

Danny Davis: Essentially, yes.

Chris Bernard: Look down the road at that but in the interim, work with option 4. I don't know how much work that is.

Danny Davis: I think it definitely is an option we could consider. The question of how much work is that depending on the criteria that's established for qualifying for this program. That that could be where it gets a little bit cumbersome just in terms of if we said either, you know, low income or or other criteria, then it's simply defining what that is. And then how do we track that appropriately so.

Martin Crim: [off mic] the localities that have it now are authorized to do it are the city of Richmond, town of Louisa and any localities that is the owner of a water and sewer system and that has a population density of 200 persons per square mile or less, which I don't know if that's Highland County or who that is, but that's very low density. So we might want to talk to the town of Louisa about their [inaudible].

Danny Davis: And I briefly looked at both city of Richmond and Louisa and did not see currently any program listed where that was active. Doesn't mean it's not taking place. But I was intrigued when Louisa was one specifically mentioned and did not see anything, at least on their utility side, that would indicate that was at least currently available.

Bridge Littleton: Any other questions? Question I've got is not really a question but a comment. Any of these organizations are perfectly fine to do it right. Just we've got to make sure that there's the mechanism that they get the word out to everybody in town, you know, and that these people have an opportunity because like if we. Oh, totally. But if we ran the program when someone came to pay the bill, we would tell them. Right. I mean, we could absolutely touch one hundred percent of people would apply to these other organizations they have to reach out to these folks and maybe we can tell them too. [inaudible] Yeah. I just wanted to would want to make sure that as people move in and people move out. It's a constant education game. Not game but requirement. And just to make sure too that there are the appropriate handcuffs on the money. I mean I don't think we're talking a lot of money, but the handcuffs are on the money that it is for this purpose and this purpose only. And you know. [inaudible] Right. And we also to make sure that. Well, this is my question. Is it a set amount of money every year? Or is it everyone who qualifies gets it? Because here's the problem, right. If you set into a certain set amount of money, you're going to let some low income people in and then you're gonna block some out and it becomes a race as to who gets there first. Is it monthly? Is it yearly? I mean, what if it ends we fund it ten thousand dollars and it ends up costing 17 to support everybody who's low income, lower fixed income? So that's the challenge, right. And I think it's a question we have to wrestle with is do we say if you qualify you get it. And we will back fund it, whatever, you know, each month tell us. We'll frontload you ten thousand. And each month you tell us if you're short. And we'll we'll have to make it up or whatever it is.

Darlene Kirk: [off mic] I know you got to be fair to everybody. But maybe it's the rules or something like only if your water bill is twice as much as you know.

Chris Bernard: [off mic]

Philip Miller: Fully funding. It isn't just a budget line item number. I think it really has to do with our commitment to the program regardless of what the cost is every year. If it's \$20000 one year in two thousand dollars the next,

we're committed. And if it's the opposite the next year, then we're committed. I think the way that I see it is I believe from a fair perspective, that's how we're going to have to do it. And I think it's honestly better if we manage it. I really do. I think it's much better if we manage it from. From getting the word out standpoint to, you know, people come into the town office still to pay their bill and they share their hardships. And that can be hard for people to pick up the phone and call somebody they've never heard of and say, hey, I don't know you, I need help. And those organizations are wonderful and incredibly sympathetic. But. I think we should take control of something like this that has a potential impact on our town like this.

Cindy Pearson: I agree with that. There's yeah, there's just a lot of work. Yeah, it's gonna be staff time. You're gonna have to commit [inaudible].

Bridge Littleton: [multiple speakers] What's the audit mechanism? [inaudible] What if somebody goes in and scams these nonprofits? You know. How are we going to audit to make sure that they're doing what they're supposed to be doing in terms of getting verification of low income?

Philip Miller: And to that point, they don't have the auditing mechanisms in-house, I bet, to go ahead and check it. At that point, it's our irresponsibility, because now we already see the problem.

Darlene Kirk: I just don't want it to be and I don't think it will. I just don't want it just [inaudible] And then the next year it's 50,000. You know, I just don't want the money to get too far out of control is what I'm concerned about. And I agree we have to help everybody if we can help one.

Bridge Littleton: If you're low income or you're fixed income and you qualify. You qualify for it. You get it.

Philip Miller: So why don't we set in the development of the program that at point five percent of whatever figure on the utility fund it's cut off, the program is no longer viable. We're not able to afford it from the utility fund. The general fund or whatever. We can set a mechanism right that would cut it off?

Cindy Pearson: Is there another town that does this already that we wouldn't have to reinvent the wheel?

Danny Davis: I can put the question out there. I've not asked specifically, but definitely could. I know of other towns that refer people to Middleburg Fish. And that people reach out and make the requests because they're desperate.

Chris Bernard: [off mic]

Danny Davis: I'm happy to talk with Middleburg Fish and just get an idea of.

Bridge Littleton: You know what we could do. I mean, number one, the town's only so big, right. It's only going to be so many residences here. We have a very clear understanding of that. And there's gonna be a certain number of people that are going to qualify for this program. So let's just say it's one third of the households in Middleburg. And you got to figure out what that number is. And that number won't grow or shrink by huge amounts every year. And then if you qualify and you're in the town, you get \$X per year. Period. That's it. It's not by bill. It's not by cycle. You know, you get a \$500 credit at the beginning of the year. \$100 credit the beginning of the year towards your water bill. And, you know, we'll do it one twelfth or we'll do it all upfront or whatever it is. If you qualify, boom, it's it. And that way we'll have a finite understanding of what it likely will cost at the beginning of each year. And we don't have to worry about looking at bills and subtracting or adding. It'll just be people don't have to come in and you know beg. Yeah, exactly. [off mic] And maybe that's not the answer. You know what I think we're finding out is. This is a lot more complex.

Cindy Pearson: I think this needs to go back to the drawing board. And make some calls and see what goes on. And it could be [inaudible] it could be somewhere else. Yeah. I think we're just beginning this.

Darlene Kirk: And could we also maybe find out about we're talking in terms of numbers.

Bridge Littleton: I think Middleburg and Loudoun County has the highest percentage of [inaudible] Yeah it's like 30 percent [inaudible].

Darlene Kirk: If we know what we're looking at number wise.

Danny Davis: Yeah, I'm happy. I'll reach out and see if there's ideas from other towns and also talk with Middleburg Fish and Windy Hill just on there. Windy Hill I know has pretty structured program of course, because they're dealing with grants and other things, but to talk with Middleburg Fish as well.

Bridge Littleton: Thank you for this. Yeah, it's great. These are the hard ones because you got to treat everybody the same.

Bud Jacobs: I just I wanted to respond to Philip's notion that we have to control this. Philosophically, I agree with that 100 percent, but operationally, I think it's a nightmare. And I just don't want to think about Rhonda and her merry band of people up there having to do for example income verification. That's gotta be done elsewhere. [inaudible]

Bridge Littleton: Maybe I mean I don't even know how works if you are in an assisted or if you are in a subsidized living unit. Is there some documentation you get from the state that says you know and maybe that's all it is.

Martin Crim: So you could make it, for example, anybody with Section 8 housing.

Danny Davis: Or qualifies for SNAP or something like that. [multiple speakers]

Bud Jacobs: I don't know if it's illustrative or not, but I used to work at the Arlington County Food Bank and our clients all came to us from either county social services or a private social services Catholic Relief or whoever. And if they came vetted by one of those organizations, they were good. And that's got to be maybe applicable in some fashion to what we're talking about.

Danny Davis: That's a great point. I can talk with family service County Family Services Department about ways that they could be kind of the clearing house for folks potentially that may at least capture the low income side. I'm not sure it'll capture the fixed income side, which maybe that's as easy as asking for a tax return of some sort. And then we make a determination based on criteria. But I think Council Member Jacobs that's a very good reminder. And I'll check with the county on that.

Cindy Pearson: This is sometimes that what has happened in the past. You know, people have had huge medical bills that they had to pay for medicine and just don't have money for their water that month. So there's different circumstances that they can't pay their bills. So some of these things wouldn't work. So there has to be and I'm sure social services would know better.

Bridge Littleton: [off mic] It was income compression. I'll have to find out. I have to find it. Yeah.

Chris Bernard: I think whatever we choose, whether it's one of these things or something else, it's got to be easy for the people. It's got to be relatively easy for staff. And I think we have to absolutely just push the information out there and be able to explain what it is and that it's available and then how to do it. On the bills, on everything. So there's just no reason for anyone to not be able to do.

Bridge Littleton: Let me ask this question for everybody on council. So this is sort of a philosophical question. So each year the program is discretionary. Right. So it's gonna be based on if we have the money to afford it each year. So one year we're just destitute. We can't do well we can't do it. But if we're gonna do it, is everybody here under the fundamental agreement that if you know, there's gonna be one number that people get that number may change from

year to year. And if you qualify, you get it. And it's not going to be, you know, a limit like only the first 50 who rushed to the town office out of 100. [inaudible] What's that? [inaudible] then guess what this year it's half as much, but everybody gets to participate.

Peter Leonard Morgan: I'd like to know roughly what order of magnitude that should be. [inaudible]

Danny Davis: And what you often see is not a just a dumping of those funds into their account. It is a you can request if you have needs up to a certain amount with a cap per year.

Bridge Littleton: But if you qualify and you apply, you get it. Okay.

Darlene Kirk: Is this going to affect our I mean, it's not going to affect our utility fund balance because they'll be getting paid no matter what. But I'm just wondering, is it going to sort of defeat the purpose of raising rates?

Bridge Littleton: I mean it's using the general fund amount, which comes from taxes from all over the place. So it's not changing. It's not about the rates or anything and using it for social good. [inaudible] Exactly. OK. Any other items on that? We'll go to the charitable. All right, Martin you're up.

Martin Crim: Thank you, Mayor. So, you know, we're trying to set up the Middleburg Charitable Foundation to administer the funds that came from the health center and Danny and I had a good conversation with Sandy Tondreau about this issue. And the problem was that the way we were thinking about it, setting up the foundation had too much control left in the town council so that it basically became an [inaudible] of the town council for accounting purposes. And that defeated the purpose because we wanted the purpose of the foundation was to first of all distance you all from making a political decision of which charities [inaudible] but also free up the ability to [inaudible] board of directors raise money as however they felt like it should be. So the conceptual plan is a little bit different than we were originally thinking. We're going to rely a little bit more on a conditional gift. So there, you know, when you give a gift, you can attach strings to it. And that's what the plan would be, would be that the town gives a gift to the foundation of the full amount that's in your accounts from the health center, as well as the note that you've taken back from the Old Ox. The conditions of the gift would basically limit the ability of the foundation to spend that money in any given year as a percentage. And we can talk about what those terms would be. So you could say, for example, you can spend as much of the income as you want, but you can't touch the principle. Or you could say you can touch five percent of the principle in any given year or whatever. However that happens. But you want to set that up at the beginning so that it's not a year to year control by the council. It's a one-time thing that you've set up going forward. So that's an issue. One of the things that we looked at to try to maintain town control was to have the town be the sole member of the LLC. LLC can have members that can be member managed or they could have no members. So what we're now suggesting is that there be no members of the LLC that simply be run by its board of directors. The board of directors could have a couple of council members on it. But we would want less than a majority of the members of the boards of directors to be town council members. So there could be standards for the board of directors members and you could set that up in the articles of incorporation and the bylaws of the LLC to say what you have to be. You know, you could require that two thirds of the membership of the board of directors be town residents, for example. You could have a number of different criteria for selecting those folks so that you know that you have a community of interest with the people who would be serving on the board of directors and they wouldn't go spend the money on Loudoun's travel. So that is the basic idea that we're working on right now. And so I'll turn it over to Danny to pick it up from there.

Danny Davis: Correct. And one additional item about that is the concern of what if the board of directors decided that they found their favorite non-profit and they were just going to disperse all the funds to some other group and disband the organization? And so part of that span of control that we had initially built in was to protect the town and the town's gift to make sure that didn't happen. Mr. Crim's in our dialog back and forth, I think we've decided that as part of that gift, there can either conditions specific to that and or that if the board were to pursue donations over a certain percentage or potentially to disperse all funds of the organization would require a unanimous vote having at least a couple of council members on that would then protect, you know, even though it's not a majority of the members, it is at least to prevent those unanimous votes. A veto type thing. In a careful way.

Chris Bernard: [off mic]

Cindy Pearson: If you set it up at the beginning, only to use the interest off of the amount of money that can happen, could it?

Danny Davis: So generally correct. And I think there are ways to do a double check and balance in a sense. I do think you might want to leave a little flexibility for them to tap into the principle assets especially in the early stages knowing that if returns are zero or negative they may still want to be able to support their organizations in town.

Bridge Littleton: I think the idea of a unanimous vote so let's say the board has five members, two of whom are councils or seven and three are council and any type of spending of any more than five percent of the principle or, you know, wanting to dissolve it or disperse all the funds requires unanimous vote. Well, you've got three council members there. So unless the council is on board with it, it ain't going to happen.

Chris Bernard: You could do something where you say if you know, if the returns your interest earns is under a certain threshold, then you can tap into [inaudible] Otherwise, no.

Darlene Kirk: [inaudible] I didn't hear Martin say this is that basically the fund is to the benefit of people in the Greater Middleburg area. Not all over everywhere.

Martin Crim: You would definitely want to say what the criteria were for the disbursement of the funds. The idea here is not to be so that they don't have to be as restrictive as the town council is. The town council has had churches come to you and ask for donations and you cannot do that by state law. So if it's in the hands of the foundation then they are not as restricted as you are because they are no longer an arm of the locality. [inaudible] [multiple speakers]

Bridge Littleton: So any questions for Martin or Danny? I think you guys have come up with a creative way of doing this. I think it makes a whole lot of sense. And now we just need to figure out what the parameters are on the gift. You know, the gift limitations, you can spend it on this. You can't spend more than you know, you can spend 90 percent of the income every year. And 10 percent has to be, you know, turned into principle or whatever. I think it's just the details, although I think the structure sounds great.

Bud Jacobs: Can you give us milestones where we are? Where we're going to be? How long is it gonna take?

Danny Davis: I think with this guidance we should be able to get these updated bylaws and articles of incorporation relatively easily. I mean, there are some details in there that may need to be worked out through if it's vice-mayor Kirk and Council Member Miller or if it's just bring it back to council with a straw man and let you say yes or no to it with some tweaks. But I think if we get this back to you, either the next council meeting or first one in April, that gives us time to establish it and then Sandy can continue moving forward. I believe in the establishment of it through the IRS and get that prepared. And so I won't hit April 1st. Rhonda said she was going to say I told you so, but we've been making good progress I will say and definitely, you know, to get this completed by the end of the fiscal year.

Cindy Pearson: Do you have to have the board approve or I mean before you can do all that?

Danny Davis: We will need to name a initial board. So I do think we and if that's reaching out to the current members of the health center advisory board. [multiple speakers]

Bridge Littleton: So, yeah, I guess so, Philip and Darlene you guys are going to come in. You've got to sit down and really think about, OK, who can be on the board like, you know. Is it gonna be seven? If it's seven. It's got to be an odd number. So it could be seven and three board members or town council or up to three board members. No less than one, you know, up to three. [inaudible] But like, you know, if you say town resident like Howard can be on the board. So, you know, maybe one has to be a town resident.

Darlene Kirk: That's why I said Great Middleburg area.

Bridge Littleton: And then what the purposes?

Chris Bernard: [off mic]

Darlene Kirk: And Howard has been and everybody should know Howard has [inaudible] since it began.

Chris Bernard: [off mic]

Bridge Littleton: The point is you guys are to figure out what that looks like.

Bud Jacobs: Cindy is leading our effort to review our grants processes. And I don't think there's anything necessarily that we're gonna have to de-conflict between the two strains. But it would nevertheless be helpful for us on the grants committee to kinda sorta know where you all are in this process.

Darlene Kirk: [inaudible] Me and Phillip are.

Bridge Littleton: Any other questions or discussion on the 501 C3? Okay. Next. Close. Two more items, branding and marketing. [inaudible] Philip and Danny. [multiple speakers] Let's take a quick two minute break. Ok, we're back in session. Branding. [laughing]

Danny Davis: If I could just say, if you could see the varnish on the floor of my office, I think it's all been worn off from the pacing back and forth as we've gone over words, synonyms and ideas. But I think what [multiple speakers] Yeah, that's right. What I do think is important to remind the public is that this has been a an ongoing long term conversation. And it's not been something that we've hidden and it's not something that we've tried to push on anybody but to have a good dialog. And it's been in front of council I would think we've count it at least 18 times at least in updates or discussion. So it's not something that's just [inaudible] And what we thought was important was to provide a one page description of what is this logo and what does it represent and why have we done this. And so that is the first attachment after the style sheet that you will see that really I think is useful for the Web site and for the public to understand. Well, why a horse? Because if you're not from here, maybe you don't understand why a horse, why the stone wall. And of course, you can see the descriptions there. We also thought it was important to update and provide, again, the information background sheet. That's a little more detail. It's not quite the same as the one sheeter. But for those who may not know the process that we've been through, that may not know that the town seal has been this for a number years, but the town seal was actually a horse back in the day. And so [inaudible]. Jumping over a fence. And so I think this is helpful for if there are questions among the public or others to talk about the process how it went. And then also at one point, you know, there was even questions or misinterpretation of the cost of this. And so that's again, part of this. All that being said, we have the style sheet for your viewing here. We are asking that council endorse it so that we can move forward with the next steps of implementation and then continue on.

Bridge Littleton: Philip any input?

Philip Miller: You know, much of this is to just be as transparent about the process and how we got to the product as possible and to show just the exhausting level of detail that we went to with our ambassadors with the council, with our public input and the meaning that came to be shown through in each one of the elements of the project. I've obviously spoken at length about this many times, so I stand ready to defend if I need to.

Bridge Littleton: Well, I'll just say one comment and then we'll open it up for anybody. Aside from the logo and all of the end results. I just want to say thank you to you specifically and everybody else who participated in this process. From the other council members who participated in it. The brand ambassadors, the consultants and the people we hired to help do this, the public and all the input there was. I mean, I can't remember how many interviews were done and and all that kind of stuff. And at the end of the day, it really does reflect honest, diligent

work to try to do find something that was that that spoke to, you know, Middleburg as a brand. At the end of the day, it does also come down to like Coke and Pepsi. You know, some like Coke some like Pepsi. Doesn't make more Mountain Dew, you know. And some people are going to love it. Some people are going to hate it. But there's no right there's no wrong. There's just as best as we can do. And I think you guys have done a really admirable job. So I just want to say thanks for all the hard work. OK, now who wants to tear it apart? Any other inputs? Yes Darlene.

Darlene Kirk: Everybody knows I wasn't really behind this particular logo, but I have to say that our team Philip and Danny and whoever else really worked hard on it. And I'm going to support it because I want this to work. And I think it can work with all your hard work and you've done a lot of hard work. Thank you.

Chris Bernard: So in a similar vein, I don't know that this would be the one that I would draw, but I think the process was exhaustive. I think you guys did it right. We had some hiccups along the way. But I think it's. I also just want to make sure that, you know, that everyone knows this is not a anti-fox new logo thing. I mean, it's we have the fox. Now we also have the horse. And I think it's important we'll get behind it and and push it forward so it's successful.

Bridge Littleton: [inaudible] the one thing I was gonna say and Chris did touch on it. The seal is not going anywhere. It is our seal and it ain't changing. It's been ours since 1984 and it will continue to be ours. OK, Cindy.

Philip Miller: And that has been, by the way, noted in the [laughing].

Cindy Pearson: I'd like to make a motion.

Bridge Littleton: Please.

Cindy Pearson: I move that the town council endorse the branding and marketing logo as presented and direct staff to continue efforts and implementation of the new logo.

Peter Leonard Morgan: Second.

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

Everyone: Aye.

Bridge Littleton: Oppose abstentions. Motion carries. And again, thank you very much. [laughing] Okay. Any other information items? Anyone? I was going to say we had a COLT meeting last night was actually really good meeting. We discussed at length the response for the Coronavirus. And we're doing exactly what other towns are doing. I mean, everybody's doing something a little different. But, you know, the other nice thing was the commitment that. Well, absolutely. The other commitment was we're all going to stay lockstep with one another to make sure that nobody gets ahead of anybody else. And we're all sharing information. So it was a really good discussion. The second thing that was very helpful and I really do appreciate the county for doing this. The deputy director of planning, Chris [inaudible] came and briefed us. So, you know, last year they pass the comprehensive plan. Now they've got to do all the comprehensive zoning amendment updates. They actually came and briefed COLT on what they want to do and they actually asked for our input as mayors of the towns of what we want to see the new zoning ordinances look like. So they consider us as stakeholders and they're going to engage with us along the whole process over the next believe it or not, two to three years. While this process happens. I think that the two biggest items that came up were increased authority for whatever that range outside of town is. So, you know, we own our destiny inside of our borders. It's really tough on the outside of our borders. So whether it's an overlay district or new zoning districts that are within two to three miles of the town where the town actually has some co say with the county, what can and can happen in those areas. They totally understood it. Totally got it. We're on board with it and want to see exactly what they can do. So I think that was probably one the most positive big takeaways from last night. So anybody got anything else? Yeah, it was nice. It was really good. Okay. On to closed session. Philip.

Philip Miller: I move the council go into closed session as authorized under section two point two dash thirty seven eleven of the Code of Virginia for the discussion consideration of the acquisition of property for town administration building as well as allowed under subsection A3. I further move the council thereafter reconvene in open session for action as appropriate.

Darlene Kirk: Second.

Bridge Littleton: All those in favor say aye.

Everyone: Aye.

Bridge Littleton: Opposed abstentions. Okay. Time for closed session.

All right, we're back in session. I ask council certify to the best of each member's knowledge, one only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act and to only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in a 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.

Bud Jacobs: Yes.

Philip Miller: Yes.

Darlene Kirk: Yes.

Bridge Littleton: Yes.

Peter Leonard Morgan: Yes.

Cindy Pearson: Yes.

Bridge Littleton: And meeting adjourned.