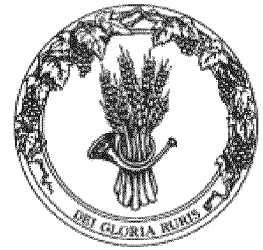


MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, August 28, 2025



PRESENT: Mayor Trowbridge M. Littleton
Vice Mayor Chris W. Bernard
Councilmember Pamela Curran
Councilmember J. Kevin Daly
Councilmember C. Darlene Kirk
Councilmember Cindy C. Pearson

STAFF: Danny Davis, Town Manager
Martin Crim, Town Attorney
Rhonda S. North, MMC, Town Clerk
Will Moore, Deputy Town Manager
Shaun Jones, Chief of Police
Angela Fletcher, Town Treasurer/Finance Director
Ali MacIntyre, Business Development & Community Partnerships Director

ABSENT: Councilmember Morris E. “Bud” Jacobs
Councilmember Peter A. Leonard-Morgan

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting on Thursday, August 28, 2025 in the Town Hall Council Chambers, located at 10 West Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag. The roll was called at 6:00 p.m.

Public Comment

Howard Armfield appeared before Council regarding the proposed project to improve the signage for shops that were located on Madison and Pendleton Streets. He expressed an understanding that there was a proposal to return the black and white signs that read “more shops this way” and advised that he would be in favor of them. Mr. Armfield suggested the need to encourage people to walk to Pendleton, Madison, and Federal Streets, as well as on the ends of Washington Street.

Punkin Lee, President of the Middleburg Business & Professional Association, agreed with the proposal for sandwich board signs, as well as to improve the brown paper that property owners were putting on their vacant storefront windows. She noted that the Town had shopping/dining banners and suggested all the elements should relate to each other. Ms. Lee advised that the MBPA would be interested in presenting a template for the sandwich board signs and window signs.

Bundles Murdock, 609 Blue Ridge Avenue, applauded Chief Jones on a great National Night Out event. She advised that she had heard nice things about the new police officers and suggested their photos be placed on the Town’s website so people could put a face with a name.

Special Recognition by Mayor & Council

Council Approval – Resolution of Appreciation – Bill Nugent

Mayor Littleton noted that Officer Nugent had fifty-six years of law enforcement experience, including working part-time for the Town of Middleburg, and advised that he recently retired. He further advised that Officer Nugent had been a great asset to the Town and was always willing to help out in times of need. Mr. Littleton noted that the community owed him a huge debt of gratitude for keeping everyone safe. He described an incident in which his vehicle was hit and noted that

Officer Nugent was able to get the other driver to admit he was in the wrong through questioning. Mr. Littleton read the Resolution of Appreciation aloud and, following its adoption by the Council, presented a signed copy to Officer Nugent.

Councilmember Daly moved, seconded by Councilmember Kirk, that Council adopt a resolution expressing its appreciation to Officer Bill Nugent for his service to the Town of Middleburg from January 29, 2020 through July 10, 2025.

Councilmember Pearson thanked Officer Nugent for the many times he assisted citizens who were in distress. She noted that he did a lot of great things for the community.

Councilmember Daly noted that the police officers provided community service and were not just here to enforce the laws. He advised that they were friends and noted that Officer Nugent always had a treat for his dog. Mr. Daly advised that Officer Nugent was the epitome of a community cop. He thanked him for his service and for being a mentor to the Town's other officers.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Kirk, and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Jacobs and Leonard-Morgan

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

Chief Jones expressed his appreciation to Officer Nugent for all he had done, including stepping up when the department was short staffed and being a mentor to the other officers. He congratulated him on his retirement.

Bill Nugent advised that he enjoyed his time in Middleburg.

Public Presentations

Council Approval – Donation of Painting – Dottie Martel

Chip Stine advised that his father, Jim Stine, was a very patriotic man who helped form a Fife & Drum Corp in Middleburg in 1976. He further advised that various fundraisers were held to help fund this endeavor, including a raffle of a Jean Bowman painting, which was won by Dottie and George Martel. Mr. Stine announced that Mrs. Martel would like to donate the painting to hang in the Town Hall.

Dottie Martel described how she won the painting through the purchase of a single ticket for one dollar. She advised that the painting hung in her living room for forty-seven years and she thought it would be nice if it stayed in the area. Mrs. Martel opined that it would be nice to have it in the new Town Hall.

On behalf of the community, Mayor Littleton thanked Mrs. Martel for her generous donation.

Vice Mayor Bernard moved, seconded by Councilmember Daly, that Council accept the donation from Dottie Martel of a Jean Bowman painting for display in the Middleburg Town Hall.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Kirk, and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Jacobs and Leonard-Morgan

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

Annual Report – Middleburg Strategic Finance Committee

Bob Dale, Chair of the Middleburg Strategic Finance Committee, reviewed the membership of the Committee and noted that they had an opening. He acknowledged Mayor Littleton and Vice Mayor Bernard's contributions. Mr. Dale reviewed the Finance Committee's work, which included the annual review of the proposed budget; the annual review of the audit; and the quarterly review of the financial reports, including revenues, expenditures, and the Town's investment reports. He noted that the Committee recently made a recommendation to the Council for an interfund loan from the General Fund to the Utilities Fund to pay off the utilities line-of-credit. Mr. Dale reminded Council that the Town's two major revenue sources were the meals and TOT (transient occupancy tax) taxes and presented a chart that showed the trends for each. He noted that the Committee was always looking at the trends, as these revenue sources were susceptible to the economy and other factors. Mr. Dale reported that the Town now had a Sweep account, which the Committee recommended be set up. He explained how it worked. Mr. Dale reviewed the Town's investments, which were currently earning up to 4.45% and allowed the Town to make a decent amount of money. He reiterated that the Committee reviewed the investments on a quarterly basis to ensure they were allocated correctly between the two investment vehicles.

Chair Dale reviewed the short- and long-term goals for the Committee, which included reviewing the utility rate structure; continuing to look at the revenue trends, particularly given the economic uncertainties; the financing of utility capital projects, which they would work with the Utilities Committee on; and, the development of a three to five year revenue plan for the General Fund.

Chair Dale reported that the Committee was recommending some minor changes to the ordinance that established it in order to better identify its responsibilities. He noted that these amendments included working on financial policies that included investment policies; identifying that it served as the Town's audit committee; and that the quarterly review of the financial reports was a function of the Committee. Mr. Dale questioned whether the Council had any feedback on the Committee's work.

In response to an inquiry from the Council, Chair Dale confirmed the Town would continue to use an external auditor.

Council thanked Mr. Dale and the members of the Committee for their assistance and noted that it helped to have other sets of eyes, which could bring new ideas, on the Town's finances. They noted that the Committee helped keep the Town in a good financial position.

Chair Dale noted that it was easier to do when the Town was running surpluses, as opposed to deficits. He advised that the committee was a great one.

Mayor Littleton noted that the Committee tried to work strategically and thought about the Town's finances in terms of long-term trends. He further noted that the Committee brought an outside perspective and ideas to the Town, such as the use of a Sweep account and how it structured its loans. Mr. Littleton opined that the members helped the Town manage its finances more efficiently and effectively. He expressed appreciation for everything they brought to the table.

Staff Reports

July Utilities Report

Vince Gugliotta, of IES, reported that the water system's average daily production was 128,000 gallons, for a total finished monthly volume of almost 4 million gallons. He further reported that they spent numerous hours gathering data on Well 3 related to the possibility of constructing a treatment plant at that location. Mr. Gugliotta advised that they conducted water line flushings in areas of the town that have historically had problems. He reported that Well 4 was continuing to demonstrate an increased yield capacity after its rehabilitation. Mr. Gugliotta advised that Well P was continuing to trend upward, and Well L was continuing to trend downward. He noted that he would continue to keep an eye on this.

Mr. Gugliotta reported that the wastewater treatment plant had an average daily discharge of approximately 98,000 gallons, with a total finished volume of 3 million gallons. He advised that they had a critical problem with the Return Activated Sludge (RAS) meter in July, which caused the treatment plant to shut down. Mr. Gugliotta reported that they found a solution and have ordered a replacement meter. He expressed hope that it would be replaced by the end of next month. Mr. Gugliotta opined that the temporary fix would not be a problem until then. He advised that the secondary aeration blower was repaired; however, it had since experienced a small electrical issue, which Valley Automation would address. Mr. Gugliotta reported that the biggest event in July was the sewer line jet cleaning project that was done by Five Star Septic. He advised that the report was being reviewed so the Town could prioritize which problem sections it would like to repair first. Mr. Gugliotta noted that there was numerous other minor equipment maintenance that was performed in July.

In response to an inquiry from the Council as to whether the area was moving into another drought, Mr. Gugliotta advised that whether this occurred would depend on how long it would take the rainfall to reach the Town's wells. He noted that most of them were five hundred feet deep; therefore, they may not see last month's rainfall for another year. Mr. Gugliotta advised that he had not seen any concerning drop in well levels.

In response to inquiries from the Council about the meter that failed, Mr. Gugliotta advised that it had reached the end of its life. He noted that it was in a harsh environment and ran constantly since it was installed. Mr. Gugliotta advised that when it came to critical parts, he tried to keep a spare unit on hand. He noted that there were a few meters at the plant and advised that he was looking at their replacement. Mr. Gugliotta reported that he expected another one or two to fail over the next few years.

Mayor Littleton suggested the need to have a list of all critical parts that could cause the plant to shut down, including their life expectancy. He further suggested those parts be replaced before they failed. Mr. Littleton suggested anything that was a single point of failure for the plant be addressed.

Mr. Gugliotta noted that this was the issue for this meter, as it was the only one on the site. He advised that as to the blowers, there were multiple units, with only two running at a time; therefore, there were built in spares should one fail.

July Staff Reports

Town Clerk North reported that she continued to focus on the completion of the Town Hall Project. She advised that the door hardware contractor was on site and would return again in the morning. Ms. North reported that the stonemason corrected the deficiencies related to the installation of the stone water table caps. She advised that the contractor believed he had the outdoor water fountain at the Marshall Street Park working correctly; however, the one adjacent to the parking lot needed to be replaced. Ms. North advised that the painter would be onsite beginning next week to begin correcting the millwork deficiencies. She reported that the Fire Marshall conducted an inspection of the building and advised that she was scheduling testing of the fire alarm and sprinkler systems, as well as an inspection of the backflow preventors, based on his findings. Ms. North reported that Boland Trane and the manufacturer continued to work on the issues associated with the HVAC system. She noted that while an adjustment was made that improved the air flow from the exhaust fan, the building was still operating at a negative pressure, as opposed to a positive one. Ms. North advised that they continued to work to correct that.

Business Development & Community Partnerships Director MacIntyre reminded Council that Oktoberfest would be held on September 20th and advised that she anticipated a great turnout. She noted that there would be some elements that would be added this year. Ms. MacIntyre reported that there would be event sponsors this year, including Whitehall Hounds who was the grand event sponsor. She reported that a second tent would be added to provide for additional seating. Ms. MacIntyre reminded Council of the corgi races that would occur. She reported that she was also working on the planning for the other events including the Christmas activities and noted that while they would still be Dickens themed, the event would no longer be called Dickens of a Christmas. Ms. MacIntyre announced that the DMV Connect would return to Middleburg on October 2nd and that she was working on VA 250, which was a part of the 250th celebration of America. In response to an inquiry from the Council, she advised that Rallye Middleburg would be held on October 18th.

Town Manager Davis reported that he did issue the permit for the event. He noted that they have moved it off Madison Street and would focus it on Federal Street and in the Methodist Church Parking Lot.

Finance Director Fletcher reported that because it was the beginning of the new fiscal year, she was still booking prior years items back for auditing purposes. She advised that she would be better prepared to provide the July and August financials next month.

Town Manager Davis noted that the Council had the detailed financial information for FY '25 that was provided to the Strategic Finance Committee. He reviewed the meals and lodging tax revenues. Mr. Davis noted that for the first six months of the fiscal year, the meals tax revenues were significantly higher than for this same period the prior fiscal year; however, they barely met the previous revenues for the last six months. He reminded Council of the economic uncertainties that were referenced by Mr. Dale and advised that he was grateful the revenues did not fall further. Mr. Davis noted that the good news was that the revenues came in over budget for the year. He reported similar trends regarding the TOT taxes and noted that the revenue gains were better than for the meals tax. Mr. Davis advised that the preliminary numbers appeared to show the revenues were over the budget and the expenditures were below the budget.

Police Chief Jones thanked the Council for their support during National Night Out and opined that everyone had a great time. He reported that one arrest was made for domestic assault and battery last month. Chief Jones advised that the department continued to prepare for the upcoming events.

Deputy Town Manager Moore reported that the Planning Commission was continuing its review of the Comprehensive Plan and noted that they dove into the land use policy map during their last meeting. He advised that he would provide a revised draft map for their discussion next month. Mr. Moore noted that they were getting into the meat of the plan at this point. He reported that the HDRC was busy over the past few months, with the agenda continuing to look busy for their coming meeting. Mr. Moore reported that the staff continued to work on a lot of maintenance items. In response to an inquiry from the Council, he advised that the Planning Commission had not identified a timeline for the public hearing on the Comp Plan updates and noted that it would depend on how their reviews of the remaining chapters went. Mr. Moore estimated they would continue their review through the remainder of the calendar year and into early 2026.

In response to inquiries from the Council about the proposed legislation to force everyone to hold elections in November of even numbered years, Town Attorney Crim reminded the members that the argument previously used for moving the May elections was that the electorate would be more involved. He questioned why this argument would work this time. Mr. Crim confirmed the proposal was to move the elections for delegates as well, which would require that terms be either shortened or lengthened. Mr. Crim confirmed this would mean that individuals who wished to seek higher office would have to choose which seat to seek. He advised that he did not have any inside information as to whether this legislation would pass; although, he acknowledged it was consistent with the policies the General Assembly had been pursuing.

Asbury Church Project Report

Town Clerk North noted that the award of the contracts for architectural/engineering and construction management services were on the agenda. She reported that as to the Oral Histories Project, a press release was issued seeking historic photographs for use in the videos. Ms. North advised that Caandor Ventures was editing the individual interview videos based upon the committee's comments and noted that she anticipated receiving the revisions the week of September 8th. She reported that they were also working on their first draft of the composite video, including the voiceover script that would be read by Mayor Littleton and Phyllis Cook-Taylor.

Special Projects Report

Town Manager Davis noted that the Council would discuss the South Madison Street Improvement Project and the recommendations from EDAC later in the meeting. He advised that as to the sewer video inspections, the Town was waiting for the contractor to provide more information, at which point, the staff would reach out to a construction contractor about repairing or replacing some of the key sewer lines that were identified as having issues. Mr. Davis noted that the Town maintenance building continued to be on hold.

Discussion Items

Publication of Town's Legal Notices

Town Clerk North reminded Council that the Town was required by law to advertise some items, such as public hearings, as well as advertise for vacancies on committees. She advised that the Town had used Loudoun Now for the last seven years and noted that they recently announced that after this week's edition, they were moving to being an online only publication. Ms. North reported that the State Code allowed municipalities to use online publications if certain criteria was met, which Loudoun Now had done. She advised that the staff recognized that the purpose of public notices was transparency and that some members of the community who were not technology savvy may be impacted by moving to an online publication. Ms. North explained that for that reason, the staff was seeking the Council's guidance as whether they were okay using an online only publication for the Town's public notices. She noted that the other option was to return to the Loudoun Times Mirror, which had both a print and an online version of their publication. Ms. North explained that the issue before Council was related to transparency and advised that based on the guidance provided by the Council, the staff would then negotiate a contract with the appropriate entity.

Town Manager Davis noted that the Loudoun Times Mirror was a subscription only publication; therefore, there was no free printed option in town.

In response to an inquiry from the Council, Town Clerk North confirmed the State Code allowed municipalities to use subscription-based publications for its public notices. She noted that in some municipalities, the only option was a subscription based publication. Ms. North opined that the residents in Middleburg were, however, used to a free paper.

Rensi Greene, of Loudoun Now, advised that they were committed to continuing to offer news as a service; therefore, they would not put up any kind of subscription or paywall between the community and the reporting they did. He advised that they had a significant web presence and would love to continue to provide this service. In response to a comment from the Council, he advised that there was a different law in Europe than in the U.S., which governed data that could be collected from people who visited their website. Mr. Greene advised that Loudoun Now was in the process of standing up a new service that would allow anyone to access its website.

After some discussion, the Council agreed it was comfortable using the online only publication for the Town's public notices.

Consent Agenda

- A. Council Approval – July 24, 2025 Regular Meeting Minutes
- B. Council Approval – Re-Adoption of Policy Pertaining to Electronic Participation in Meetings
- C. Council Approval – Sanitary Sewer Easement – Land of Carolyn & Christopher Hersh
- D. Council Approval – Ordinance to Establish Middleburg Arts & Community Events Committee
- E. Council Approval – Ordinance to Rescind Ordinances Establishing the Middleburg Arts Council and the Cultural & Community Events Committee

Vice Mayor Bernard moved, seconded by Councilmember Daly, that Council approve the consent agenda as presented.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Kirk, and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Jacobs and Leonard-Morgan

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

Action Items

Council Approval – Amendments to Special Events Ordinance

Town Manager Davis reminded Council that they have discussed this item a few times and advised that the draft ordinance was revised based on their direction.

Councilmember Daly moved, seconded by Councilmember Pearson, that Council approve an ORDINANCE TO AMEND TOWN CODE CHAPTER 6 PERTAINING TO SPECIAL EVENTS.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Kirk, and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Jacobs and Leonard-Morgan

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

Council Approval – Award of Contract for Architectural/Engineering Services – Asbury Church Restoration Project

Town Clerk North noted that her comments applied to this contract, as well as the award of the contract for construction management services, as the two were interrelated. She reminded Council that the Town issued an RFP for each in March and received four proposals for each. Ms. North advised that interviews were conducted with two firms for each contract. She reported that the staff had been in negotiations with Glave & Holmes since that time, as it was trying to narrow the scope of the work down to one the staff felt represented a good and reasonable approach and cost for the project. Ms. North explained that both contracts included two phases for the project, with the first being the design work and the second being related to the construction management. She stressed that there was a clause in both contracts that would allow the Town to terminate the contracts for convenience if it found it needed to do so at any point. Ms. North advised that the first thing the architect/engineer would do would be site investigation, which would cost approximately \$25,000, and noted that if the investigation revealed the cost of restoring the building would be significantly higher than expected, the Town could terminate both contracts and not incur further costs. She reviewed the costs of each phase and the details of what would be included.

Mayor Littleton noted that it would cost \$352,000 in order to have the construction documents and a cost estimate for the restoration work. He further noted that the Town could spend that money only to find it did not want to do the project. Mr. Littleton questioned whether there was any way to get a non-binding budgetary rough order of magnitude cost for less money. He suggested that if the project would cost \$2 million, the Town would not need the construction documents, as it may not do the project. Mr. Littleton questioned why the Town would produce construction documents for something it may not actually build.

Town Clerk North reminded Council that as the design plans became tighter, the cost estimate became better. She further reminded them that the cost estimate at the beginning of the design of the Town Hall Project was \$6 million; however, it increased to \$10 million once the construction plans were available. Ms. North explained that having the construction documents and cost estimate would assist the Town in pursuing grants if the Council determined it wished to pursue them for the project.

Vice Mayor Bernard inquired as to how strong the Town's guidance was to the architect in designing this to be a \$1 million project. He noted that they knew not to design a \$2 million project because that was not what the Town would spend.

Mayor Littleton expressed concern that if the Town gave the architect an arbitrary number, they would design the project to that number. He further expressed concern that they may provide a design that was useless.

Town Manager Davis explained that this was the reason the process was an iterative one. He reminded Council that the architect would present different levels of design. Mr. Davis further reminded Council that the requirements were identified as a result of the public outreach that was done. He advised that Town Clerk North scrubbed every penny possible and noted that the initial proposal was over \$700,000 for the design. Mr. Davis advised that there would be some fixed costs for the project. He suggested that another cost estimate could be added and noted that it would be as close as possible based on the design information that was available at the time. Mr. Davis advised Council that the staff could not provide a number mid-design that would be worth its weight. He noted that the staff reiterated to both the architect and construction management firms that the Town's funding for this project was constrained. Mr. Davis advised that the intention was that the design would not be ornate or high tech and would only include the basics to make the building structurally sound, restore it as best possible and get an occupancy permit so it could be used for the purpose the community wanted it used for. He noted that he could not answer the question as to what that would cost today.

Town Clerk North advised that after receiving the original proposal from Glave & Holmes, the staff explained to them that they were only talking about things like a basic heat pump system, making the first floor only handicapped accessible, and not allowing public access to the second floor. She noted that they were given some direction on some of the components so the building would be basic but occupiable.

In response to inquiries from the Council, Town Clerk North explained that the Town would receive a schematic design and noted that the construction plan design would not proceed until the Town approved the schematic plan. She advised that once the Council was comfortable with the schematic design, a public information meeting would be held so it could be presented to the public. Ms. North further advised that if the Council did not like the first iteration of the schematic design, the architect would provide another; however, she noted the need to give them very good direction, as they would only provide one additional design under the contract.

Mayor Littleton expressed concern that the cost of construction could increase during the design. He further expressed concern about spending money to get to that point.

Town Clerk North advised that a construction estimate would be provided once the schematic design was completed, at which point the Town could terminate the contract. She reiterated that both contracts included a termination for convenience clause that would allow the Town to terminate both with seven days written notice, at which point, the Town would owe for whatever work had been completed at that time. In response to a comment from the Council, she suggested the completion of the site investigation was the first point at which the Town could stop the project. Ms. North noted that this was an 1829 building and explained that the site investigation would help determine whether the cost of restoration would be more than anticipated or whether the County Building Inspector would determine that what was proposed was a change of use, which could increase the cost. She advised that if the project was stopped at that point, the Town would only have spent \$25,000 on AE services.

Mayor Littleton noted the need to be thoughtful at every step. He reminded the Council that they set aside \$1 million three years ago for this project. Mr. Littleton opined that the Council was not willing to spend more, as it had a road improvement project to fund, as well as pipe and sidewalk repairs. He advised that the Asbury Church was a great project, but not a got-to-have one. Mr. Littleton opined that the Town could be \$1 million into the project and have to shutter it for a period of time. He noted the need to be sensitive to the Town's priorities.

Councilmember Pearson noted that the Town had changed paths regarding this project in the past. She acknowledged that it was not an easy project.

Town Clerk North advised Council that there were sufficient funds to cover the design costs. She reported that the staff were presenting contracts to award the AE services to Glave & Holmes and the CM services to Downey & Scott.

Councilmember Daly moved, seconded by Councilmember Kirk, that Council authorize the Town Manager to sign a contract with Glave & Holmes for the provision of architectural/engineering services for the Asbury Church Restoration Project, based upon their proposal dated August 19, 2025, contingent upon the approval of the contract by the Town Attorney.

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

Council Approval – Award of Contract for Construction Management Services – Asbury Church Restoration Project

Councilmember Pearson moved, seconded by Councilmember Kirk, that Council authorize the Town Manager to sign a contract with Downey & Scott for the provision of construction management services for the Asbury Church Restoration Project, based on their proposal dated August 21, 2025.

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

Council Approval – Resolution of Support for CIP Funding from Loudoun County

Town Manager Davis advised Council that the Town was again requesting CIP funding from Loudoun County for the South Madison Street Project. He reminded the members that based on the County’s input from last year’s application, the staff revised the proposal. Mr. Davis noted that he met with the County yesterday and opined that the revisions would alleviate their concerns about the scope of the project and the potential unexpected costs. He reminded Council that the proposal was to limit the project to its intersection with Federal Street.

Vice Mayor Bernard moved, seconded by Councilmember Daly, that Council approve a Resolution in Support of Loudoun County Capital Improvement Funding for the South Madison Street Safety and Improvements Project.

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

Discussion Items (continued)

Comprehensive Speed Review in Middleburg

Chief Jones reported that since the last Council meeting, additional research was conducted. He stressed that traffic safety was one of the Police Department’s priorities. Chief Jones reported that it was determined from the manufacturer that the speeds signs only collected data of the traffic coming toward the sign. He reported that he developed a four-step traffic evaluation initiative for different areas of Middleburg, which consisted of traffic evaluation, speed signs and deployment, the use of LiDAR, and the possibility of exploring speed cameras in school zones. Chief Jones advised that based on citizen complaints and officer observations, they identified several areas of town where speeding was a problem – Washington Street in the downtown business area; North and South Madison Street; West and East Federal Street; East Marshall Street; Foxcroft Road; and, Stonewall Avenue. He reported that the officers would do a traffic evaluation initiative, consisting of twenty-five or more vehicles, as a part of their normal duties in order to gain more data. Chief Jones explained that using that data, he would prepare a report on the average speeds to present to the Council. He reported that since the last Council

meeting, Officer Hinegardner conducted such an evaluation in three different locations and found that the average speed was 18 to 24 MPH. Chief Jones reported that the second phase would be the deployment of speed signs and advised that he was looking to purchase speed signs that could be easily moved around town. He reminded Council that the Town currently had two such signs on the entrances to town and suggested they could be moved for thirty days to evaluate other areas. Chief Jones reiterated that he and Town Manager Davis were recommending the purchase of two additional signs in order to be more effective. He noted that his memorandum contained a recommendation for where to place the signs. Chief Jones advised that the third phase was the use of LiDAR. He noted that the department was in the process of calibrating its LiDAR units, which the officers would use outside of their vehicles in order to get an accurate speed of a specific vehicle. Chief Jones suggested the officers would team together, with one doing speed observation and the other making traffic stops.

In response to an inquiry from the Council, Town Manager Davis advised that a “school zone” was defined by the Virginia Department of Transportation (VDOT) in terms of where it fell on a street.

Chief Jones noted that there were flashing school zone signs for the Middleburg Charter School and advised that he would like to work with VDOT to get such signs installed for The Hill School, even though it was a private school. He advised that he planned to explore the possibility of installing speed cameras at the schools; however, he noted that it was up to the Council as to whether they would like him to explore them.

Councilmember Kirk reported that there were a lot of speeding issues on Chestnut Street and Blue Ridge Avenue. She noted that in addition, motorists were not stopping at the stop signs.

Chief Jones advised that this was the purpose of rotating officers throughout the town in the “hot zone of the week.” In response to an inquiry from the Council, he confirmed the eight locations shown on the map were the areas he would like to target first. He noted that the speed signs could be moved and advised that he just needed a pole to place them on.

Vice Mayor Bernard advised that given the cost, he would not be opposed to purchasing more than two additional units so the Police Department could collect real data for just more than a month.

Mayor Littleton expressed concern about sign clutter. He questioned whether the Council wanted to spend \$20,000 just on data collection.

Councilmember Pearson noted that motorists needed to be on the lookout for pedestrians rather than looking at signs. She further noted that there were a lot of signs around town. Ms. Pearson questioned whether additional poles would have to be installed for the speed signs.

Town Manager Davis advised that with the exception of Stonewall Avenue, all of the proposed speed sign locations already had speed limits signs and noted that the speed signs would be interchanged for them. He agreed with the need to not introduce something that would distract drivers from pedestrians and suggested the two proposed locations were separated enough of a distance from the crosswalks to avoid this concern. Mr. Davis reminded Council that one of the concerns they previously expressed was the location of one of the speed signs at the changeover of the speed limit from 25 to 20 MPH, where the motorist was accelerating to go up the hill, and advised that the proposal was to move the sign to a point past the crest of the hill, when the motorist should be braking. He advised that the staff would be happy to deploy more than four speed signs if they could be strategically placed without overburdening one particular road.

Councilmember Pearson acknowledged that the staff did not plan to place the speed signs close to crosswalks; however, she noted that people did not use the crosswalks in some areas of town.

Mayor Littleton noted that he had received complaints about the sign trailers on Federal Street that alerted motorists of the reduction in the speed limit. He further noted that this change occurred a year ago and questioned whether the sign trailer was still needed.

In response to an inquiry from Council, Deputy Town Manager Moore advised there was a new school zone sign on North Madison Street that reduced the speed limit to 20 MPH.

Council agreed the Chief should explore the possibility of installing speed cameras in the school zones. They noted that it would be good to have one on The Plains Road, by the entrance to The Hill School.

Town Manager Davis summarized that the consensus of the Council was to purchase two additional speed radar signs and to do research on speed cameras in the school zones.

Parking in Residential Areas

Town Manager Davis reminded Council that during their last meeting, the question arose as to the lack of parking in residential areas and the potential to implement a residential permit parking district. He explained that there were three considerations when looking at such a district. Mr. Davis advised that the first was the abundance of vehicles that were not associated with a residence, such as those associated with a college or high school or commercial parking; the second was that any residence within the district would be issued a permit for all vehicles registered at that address; and, the third, while not required, was to have a super majority of the residents sign a petition saying they wanted a district to be implemented. He noted that in looking at Middleburg, there were no issues that met the first criteria and advised that the primary issue was residential parking in front of someone else's house or residents wanting to park on a street but they couldn't because it was already occupied by other residents' vehicles. Mr. Davis advised that a residential parking district would not solve the issue of residents who had a large number of vehicles, unless the Council limited the number of parking permits to two per household, which would be problematic for those with more than two cars. He reported that from a Town staff perspective, the best way to address this issue was to continue to enforce the parking regulations that existed. Mr. Davis thanked Chief Jones and the members of the Police Department who have been doing a lot of enforcement, especially in places where people were parking in violation of the code. He reiterated that the recommendation was to continue to enforce the code, as the implementation of a residential parking district would be burdensome and would not accomplish what was desired.

Mayor Littleton asked that the Town address unregistered and/or dilapidated vehicles.

Council agreed they did not see the need for parking permits.

Town Manager Davis noted that as to the particular area that was raised, the Town staff was in discussions with the Fire Marshall's office. He advised that it was an older townhouse community that did not have painted curbs or signage; and noted the need to determine how to go about implementing fire lane markings that would potentially resolve some of the concerns about vehicles parking in a manner that would restrict emergency vehicles. Mr. Davis advised that he would keep working with the Mayor and residents on it.

In response to an inquiry from the Council, Deputy Town Manager Moore reported that he would have to look at the Town Code to determine if there were any regulations that required parking on an improved surface.

Town Managed Retail Signage & Vacant Storefront Program

Town Manager Davis reported that this agenda item involved two distinct issues, which were discussed with the Economic Development Advisory Committee (EDAC). He advised that the first involved sandwich board signs. Mr. Davis reminded Council that the Town implemented a pilot program on Washington Street at the intersections of some of the side streets that listed the names of some of the shops and an arrow on sandwich board signs; however, they were not well received so the Town took them away. Mr. Davis noted that the Town had heard from some of the businesses on the side streets and on Federal Street, that indicated that when those signs were up, they seemed to increase pedestrian traffic. He reported that the business owners questioned what they could do to put additional signs at the intersections of Washington Street. Mr. Davis noted the challenge of opening this up, as it created clutter and accessibility issues and was not great for the town. He advised that the question before the Council was whether the Town should try another pilot program using a higher quality, better designed sign that would last longer. Mr. Davis suggested the signs say "more shops" with an arrow, but that

they not include the names of businesses. He acknowledged Ms. Lee's public comments and suggested the signs have some correlation to the Town's banners and other way-finding visuals. Mr. Davis advised that, if approved, this would be a Town run program, with the Town taking responsibility for placing and removing the signs daily. He suggested that in the long run, the Town may work with businesses to have them accept that responsibility. Mr. Davis advised that if the Council was not open to this idea, the staff would leave things as they currently stood. He noted that the staff looked at other options for enhancing pedestrian wayfinding; however, those permanent solutions required adherence to VDOT's standards. In response to inquiries from the Council, Mr. Davis noted that the Facilities & Maintenance Supervisor opened the public restrooms daily and the on-duty police officer locked them at night. He suggested the need to have a discussion on who would handle the sandwich board signs and noted that one option was to hire someone to deal with them.

Vice Mayor Bernard noted that this was an issue that had been discussed repeatedly in the past. He further noted the need to draw a distinction between wayfinding signage that drew people's attention to different ways to move about town and advertising. Mr. Bernard opined that the two were combined during some of these conversations. He opined that it would be great to talk about wayfinding signage; however, he noted the need to be cautious.

Councilmember Daly advised that he liked the idea of a pilot program. He opined that the sandwich board signs were great for letting people know what was down a street; however, they also created clutter and were difficult to get around for someone who was disabled.

Town Manager Davis advised that for this reason, the staff would only propose one sign at the intersection and would ensure it was placed in a location that did not impede pedestrian access or ADA ramps. He noted that there may be some intersections where the Town could not place a sign and advised that this would be looked at on a location-by-location basis to ensure people could walk safely.

Council held some discussion as to who would be responsible for the design.

Mayor Littleton noted that he has had to deal with this issue repeatedly. He opined that having a business manage the placement/removal of the signs would not work and was an unreasonable expectation. Mr. Littleton suggested that if the Town did a pilot program, it needed to be done with the eye toward the Town being the one to manage it. He reminded Council that there was a stakeholders group that was often forgotten – that being the residents, who by an overwhelming majority, hated sandwich board signs. Mr. Littleton noted that the residents thought they were tacky and cluttered the streets. He opined that a lot of thought and input needed to be considered. Mr. Littleton suggested that sandwich board signs not be installed at all four corners of an intersection and noted that there only needed to be one sign saying "more shops" with an arrow. He advised that he would like to see how the Town would manage the program.

Vice Mayor Bernard agreed with the need to consider who would be doing the work for the long term. He noted that the problem that was presented to the Town was that as people walked down the street, they were not choosing to turn down a side street. Mr. Bernard suggested the sign should be placed where it would be most effective in getting people to turn. He agreed there did not need to be one on all four corners.

Town Manager Davis advised that the second concern was the state of vacant storefronts in town, particularly those that have been vacant for an extended period. He reported that the Town staff had tried to take steps under the ordinances to address the issues; however, the options for doing so were quite limited. Mr. Davis advised that someone raised a potential solution of a Town run program, using a Town controlled design for signage that could be installed on the storefront windows until the property was leased. He noted that he did not propose any specifics, as he wanted to hear from the Council on whether they thought this was an issue that needed to be addressed. He questioned whether the Town should have a role in creating a window covering that was appropriately designed, reflected the character of Middleburg, and was in keeping with the Historic District. Mr. Davis questioned whether the Council was interested in pursuing a variety of options. In response to an inquiry from the Council, he acknowledged that this was not something the Town could force a property owner to participate in and noted that it would require their cooperation.

After some discussion, the Council agreed they were not interested in pursuing a Town funded, Town managed program to cover glass windows with something for building owners who were not interested in doing the right thing. It was suggested that this was something that could be addressed through public pressure and pressure by the Middleburg Business & Professional Association.

Town Manager Davis opined that the use of pressure would require the elected officials participation. He suggested that if the next step was conversations, the staff would do everything it could to support meetings between the property owners and the Mayor, Vice Mayor or Councilmembers or to apply pressure from the community. Mr. Davis further suggested that if the property owner approached the staff and said they wanted something in their front window but didn't know what to do, the staff would figure something out and find a way to make it affordable for them. He advised that the staff stood ready to help if people wanted to look at alternatives.

In response to a comment from the Council, Mayor Littleton suggested outreach be done with two or three of the property owners to see if it produced any results. He noted that the issue of vacancies in buildings was cyclical and acknowledged that it was an issue at the moment. Mr. Littleton advised that whatever was put in place was not about the current situation but was something that would be in place for twenty years. He suggested having conversations with the property owners first to see if they accomplished anything.

America 250

Mayor Littleton reminded Council that America's 250th birthday was next year. He further reminded them that when Middleburg experienced its bicentennial, the Town had an activity every month of the year and had a walking guide of history. He opined that next year's 250th anniversary was a great opportunity to drive some events, economic/business development, and some element of civics/citizenship/good government in a way that the Town and citizenry needed to participate. Mr. Littleton suggested that each month have a theme and that programs be done around the Constitution, Federal papers, and other things. He noted that the activities did not necessarily need to center on the Revolution and suggested they could be about things like Civil Rights and how it changed the country for the positive. Mr. Littleton noted that the Fourth of July Celebration should also be more spectacular than normal. He suggested the need to start planning for this now and questioned Council's thoughts on it. Mr. Littleton noted that the Town could market the events and suggested the Town's logo be draped with a red, white, and blue 250 graphic.

The Council agreed this was a great idea. Vice Mayor Bernard suggested that Middleburg Day be changed to America Year next year.

Mayor Littleton suggested Business Development & Community Partnerships Director MacIntyre develop some recommendations for presentation to the Council.

Information Items

Town Manager Davis announced that Business Development & Community Partnerships Director MacIntyre has been named to the list of 40 over 40. He congratulated Chief Jones on completing his bachelor's degree.

Closed Session

Vice Mayor Bernard moved, seconded by Councilmember Daly, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, for (1) the possible sale of surplus real estate within the town limits, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, as allowed under Subsection (A)(3); and, (2) appointments to the Middleburg Arts & Community Events Committee, as allowed under Subsection (A)(1). Vice Mayor Bernard further moved, seconded by Councilmember Daly, that Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Kirk, and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Jacobs and Leonard-Morgan
(Mayor Littleton only votes in the case of a tie.)

Mayor Littleton asked that Council certify that, in the closed session just concluded, to the best of each member's knowledge nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in the motion, which each member so did. He reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

Council Appointments – Middleburg Arts & Community Events Committee

Councilmember Pearson moved, seconded by Councilmember Daly, that Council appoint Punkin Lee, Beth O'Quinn and Kathleen Fraser to the Middleburg Arts & Community Events Committee, said terms to expire December 31, 2025. Councilmember Pearson further moved, seconded by Councilmember Daly, that Council appoint Stephanie Burget, Matt Pavone, Beth Erickson, and Suzi Molak to the Middleburg Arts & Community Events Committee, said terms to expire December 31, 2026. Councilmember Pearson further moved, seconded by Councilmember Daly, that Council appoint Susan Pollad, Joanne Bercini, Laurie Salama and Emily Tye to the Middleburg Arts & Community Events Committee, said terms to expire December 31, 2027.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Kirk, and Pearson

No – N/A

Abstain: N/A

Absent: Councilmembers Jacobs and Leonard-Morgan
(Mayor Littleton only votes in the case of a tie.)

There being no further business, Mayor Littleton declared the meeting adjourned at 8:41 p.m.

APPROVED:



Digitally signed by Bridge Littleton

Date: 2025.09.14 21:16:55

ATTEST:

Trowbridge M. Littleton, MAYOR



Rhonda S. North, MMC, Town Clerk

August 28, 2025 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 meeting to order. First item is Pledge of Allegiance.

All: I pledge allegiance to the flag of the United States of America. And to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

Bridge Littleton: Okay. Roll call.

Darlene Kirk: Darlene Kirk.

Bridge Littleton: Bridge Littleton.

Chris Bernard: Chris Bernard.

Cindy Pearson: Cindy Pearson.

J. Kevin Daly: John Kevin Daly.

Pam Curran: Pam Curran.

Rhonda North: Rhonda North, Town Clerk.

Danny Davis: Danny Davis, Town Manager.

Martin Crim: Martin Crim, Town Attorney.

Bridge Littleton: Okay. Next item is the public comment. If anybody would wish to address the Town Council on any item, they may do so now unless you're here to speak on an item that's on the agenda, then just wait till that time. And you can come forward and you have three minutes, and I believe we have someone signed up.

Rhonda North: We do. Mr. Mayor, Howard Armfield.

Howard Armfield: Do you want name and address? Is that how it goes? No, no. Okay. I'm Howard Armfield, and I'm here about the proposed project to improve the signage for streets shops that are farther down Madison and farther down Pendleton. There used to be black and white signs that said more shops this way. And I understand there's a plan to do that again, which I would be greatly in favor of, but both at Pendleton and at Madison and both ends up on Washington Street and also near to Federal when people walk part of the way down those streets and then to encourage them to keep going because there are shops on the back street. So, I hope that will happen. I know the town is in favor of it. I've talked to Will about that, so that's good. Thank you.

Bridge Littleton: Thanks, Howard. Anybody else wish to address Council on any matter? Oh, Punkin Lee.

Punkin Lee: You're in trouble. Excited.

Bridge Littleton: Been waiting all month for this.

Punkin Lee: I'm sure. I gave you a break last month. Punkin Lee, 2 West Federal. Kind of what in line with what Howard just said in relation to the discussion on sandwich boards and other items that are down the agenda tonight and possible ways to improve brown paper on windows, I think we need to remember that we also have the banners in town for shopping and dining. So, I would suggest that we keep in mind that these three elements need to relate and not look like there are three different things going ten ways, and we got too many signs. So, just a suggestion and I'd put in that MBPA would be interested in probably giving us presenting a template for the sandwich boards and the window part, and we'd be happy to do that. Thank you.

Bridge Littleton: Thanks. Anybody else? Yes, ma'am.

Bundles Murdock: This is nice. Okay. So, you'll let me come. Bundles Murdock. 609 Blue Ridge Avenue. You don't want to hear me? I just want to say how great National Night Out was. I want to applaud the chief if you have already done it. The last meeting. I'm terribly sorry, but and I've also heard such nice things about our new officers. A lot of people have said they're doing such a good job, and they are so nice. So, I think you're doing a great job. What I would request, and I think Howard agreed with me, is I'm getting old, and I can't remember people's names. So, is there a way we used to, I believe, have on the police website or the Town Council website? I don't know when that started. The officers face and names so that if we see one, we like, we can't remember their name [laughter] and we want to come back and say what a great job he did, or the opposite. But I think it's nice to have us remember we've got all your faces. So, I think it'd be nice to have the police department, too. He's writing it down. Thank you very much.

Bridge Littleton: Thank you. Anybody else? Going once. Going twice. Okay. Next item is special. Excuse me? Special Recognition and a Resolution of Appreciation for Officer Bill Nugent. Now, for those of you who are not aware Officer Nugent had been a part-time officer for the Town of Middleburg for, you know, several years. He only had, you know, a couple of years and a couple of months in total service of law enforcement throughout his entire life. No, I think it's. What was it, 52 years, Bill? [off mic] Fifty-six. Yeah. Well, once it goes past my age, I stop counting. So, no, but Officer Nugent has retired from the Town of Middleburg, but he has 56 years of service as a law enforcement officer. And I'm going to try to get this right. It was in Fairfax, and then it was in Leesburg. [off mic] It was in Loudoun as a sheriff's deputy. Right. Right. And then with us and Haymarket. So, at one point or another, probably everybody here in this room was arrested by Bill [laughter] traveling around Northern Virginia. So, but no Bill has been a great asset to the Town of Middleburg. He was always available and willing to help out when there was a pinch. And Lord knows we've had plenty of pinches like when Timmy got hit or when Heather left and someone had to pick up extra shifts. Bill was always the first one to raise his hand. And, I mean, if I had 50 years in a profession, I would be the one saying, yeah, I'll help you out Tuesday from, you know, 9 a.m. to 3 p.m. but no, if it was a 6 p.m. to 6 a.m. shift, Bill did what was needed. And so, we owe you a huge debt of gratitude for everything you've done to help keep our community safe. This is a great example of local policing. So, this was about a year and a half ago. It was on a Sunday morning. I was coming up Pickering and I was turning right, and this other guy was turning left to go down the street, and I was on the right hand side, and this guy was turning in like this, and he turned right into my car, I mean, and smashed the front end of it. Now, what was particularly interesting about this was the guy gets out and says, what are you doing? And I said, what do you mean I wasn't moving? And then he said, well, anyway, I immediately got on the phone and called the duty phone to come over and Bill answered. And I didn't actually know Bill was on duty. And I said, "Bill, my car's been hit. I don't know what to do." He said, "You know, classic Middleburg. I'll be there as soon as I can." And in 23 seconds, he showed up. But Bill was absolutely awesome. The first thing he wanted to do was make sure everybody's okay. Second thing you want to do was, you know, let's get the cars out of the road and make sure everybody's in a safe position. He took down all the information. The other guy, finally, through Bill's questioning, admitted he was in the wrong and gave over his insurance information, gave over everything, and just made it absolutely easy. Comes back, you know, an hour later with, I guess, cat litter to clean up the oil and the antifreeze and all that stuff. But, I mean, no job is too big or too small. And, Bill, we will absolutely miss you. So, we have a resolution here of appreciation. And, Chief, I think you had something you wanted to say at some point, too, right? Sure. Okay. So, what I'll do first is read the resolution of appreciation. If anybody else has any feedback or anything they want to say chief, I'll hand it over to you and then we'll present it to you. So, okay, let's stop laughing. Yeah. You know. Hey, Jim, my arms are still long enough. Resolution of appreciation. William Bill Nugent serves as Middleburg Police Officer. Whereas Officer William Bill Nugent began his career in law enforcement as a police officer with the Fairfax County Police Department in 1969, where he served until his retirement in 1994, during which he held the rank of Master, Police Officer, Investigator, Detective, Motor Unit Sergeant, Motor Squad Sergeant,

and Acting Lieutenant. And Whereas, Officer Nugent then went on to serve with the Loudoun County Sheriff's Office as a Motor Squad Sergeant from 1994 until 2018, when he again retired. And Whereas from there Officer Nugent went on to serve with the Haymarket Police Department in a part time capacity from 2018 until 2021 and began service with Middleburg Police Department on January 29, 2020. And Whereas, during his tenure, despite being hired as a part time officer, Officer Nugent periodically worked on a full-time basis when other officers were off for extended leave of absence. And Whereas in 2022, Officer Nugent was awarded a law enforcement commitment and medal for his 53 years of exceptional service in law enforcement by the Sergeant Major, by Sergeant Major John, by the Sergeant Major John Champe Chapter, Virginia Society of the Sons of the American Revolution. And Whereas Officer Nugent left the Town of Middleburg's employ effective July 10th, 2025, electing to enjoy retirement on a full-time basis. Retired for the third time. I guess that'd be the fourth time. And whereas Officer Nugent demonstrated exemplary professional and personal dedication to the Town of Middleburg during his tenure and will be greatly missed by the residents, staff, and Council. And whereas the Middleburg Town Council deems it appropriate to express its earnest and heartfelt gratitude to Officer Nugent for his exceptional service to the town over the past five and a half years. Now, therefore, be it resolved that the Mayor and Members of the Town Council hereby recognize and express our sincere appreciation to William Bill Nugent for his exemplary service to the Town of Middleburg from January 29, 2020 through July 10, 2025 as a Middleburg Police Officer and express our profound thanks to him and wish for his long and happy retirement. So, would anyone like to make a motion?

J. Kevin Daly: Oh yes.

Bridge Littleton: Kevin.

J. Kevin Daly: I move that Council adopt a resolution expressing its appreciation to Officer Bill Nugent for his service to the Town of Middleburg from January 29th, 2020, through July 10th, 2025.

Darlene Kirk: Second.

Bridge Littleton: Any other discussion? Feedback or input?

Cindy Pearson: I can't top the story you just told, but I would like to thank Bill for as many times for saving us damsels in distress around town on different occasions, such as a friend's car breaks down, getting ready to come to Christmas in Middleburg and him assisting her to get it off the road and delivers her to my house. And then for the person here who's had a lot of joint replacements, who doesn't climb ladders when my smoke alarm is going off over my bed at night and I call the on duty, and it was Bill, and he comes and puts in a battery for me. So, you know, he did a lot of great things for the community that were necessary. He also helped us with the things that we needed.

Bridge Littleton: Say, I don't think that's necessary policing. Maybe it's community service.

Cindy Pearson: Community. He did do a lot of community service while he was here. And Bill, we can't thank you enough. It was so appreciated.

Bridge Littleton: Now my big question is before we vote on it, how many smoke alarm batteries did you have to replace in your 56-year career? Four. And they were all Cindy's. Oh, boy. [laughter] Alright. Kevin.

J. Kevin Daly: I think you hit a topic that all our police officers have in common, and that is community service. You're not here just to enforce the laws. Your neighbors looking after neighbors. You're our friends. You drive. And there you always had a biscuit for Schubert when I'm walking to the point now, whenever he sees a police car, he's pulling me to get a biscuit from the police car. But you were the epitome of what it is to be a community cop. Someone who cares about the people that he is working with literally a neighbor looking after neighbor. So, thank you very much for being that representative and also for sharing that knowledge and background and being a mentor to our other officers that we have on board. Thank you, Bill.

Bridge Littleton: So, we had a motion and a second. All those in favor say aye.

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Passes unanimously. Shaun, I think, you know, probably [off mic] Bill and I will join you. [off mic] Oh, right, I forgot, I forgot to say. That to remember these. We still have a bunch. They are.

Shaun Jones: So, good. Good. [off mic] This is still. You know where he is?

Bridge Littleton: Bill.

Shaun Jones: Yeah, absolutely. [off mic] So, they reached out to me in reference to put this together. I tried my hardest to try to get all the necessary information but did my best trying to do a little background and figured out you have more years of law enforcement than I've been alive, so I couldn't get all the necessary things. [laughter] But we really appreciate everything that you've done. Stepping up when people were out when we were short staffed and everything. So, Appreciate it. Appreciate your coming in and [off mic] refrigerators. But we'll continue to make sure you get the T-shirts for special events but thank you for everything that you have done. Like I said, being a mentor for some of the other guys and I mentioned [off mic]. So, we really appreciate it. So, congratulations and thank you. Thanks, Chief. Yeah.

Bridge Littleton: So, again, it's perfect for your [off mic] wife's approach. [laughter] You must stay in the middle. There you go.

Shaun Jones: And if there's anything you want to say, you're more than welcome.

Bill Nugent: I enjoyed my time here. Thank you.

Pam Curran: Congratulations. [applause]

J. Kevin Daly: Don't forget the [off mic].

Bridge Littleton: All right. So, the next item up is a public presentation on Council approval for the donation of a painting by Dottie Martel. And, Rhonda, do you want to start this off?

Rhonda North: I believe Mr. Stein has something that he'd like to say.

Chip Stein: I'd like to start.

Bridge Littleton: Where is Mr. Stein? I can't see him. [laughter]

Bundles Murdock: Can I hold on to this?

Chip Stein: Sure. I'd like to start out by thanking Bridge, the Council Members, our wonderful police force, for all you do for the town throughout the year. Amazing. Our father, Jim Stein, was a very patriotic man. In 1976, he, along with a lot of parents, friends and volunteers in Middleburg Town Youth formed a fife and drum corps. Through various fundraisers donations it was quite a success. During one such fundraiser, Dottie and George Martel purchased a painting by a well-respected local artist, Jean Bowman. Mrs. Martell would now like to donate this painting to hang in the town office. With many thanks and much gratitude expressed to the Martel family from the Stein family. Thank you. And thank all of you.

Rhonda North: And, Mr. Mayor, we do have Dottie on the line.

Bridge Littleton: Yep. Was there anybody else who wanted to speak on this item? Come on Bundles, I was expecting you. Okay. So, no. Well, actually, no. And I don't know if Mrs. Martel wants to say anything. Mrs. Martel, we can hear you if you'd like to say anything.

Rhonda North: You're muted, so you'll have to unmute yourself.

Dottie Martel: I said I guess you would like to know how I got the painting.

Bridge Littleton: Yes, ma'am.

Dottie Martel: Well, at the time, there were bowling alleys in the basement of the community center, and there was a women's league on Wednesday evenings. And at the time, Billy Kennard was the manager of the community center. And his son Todd came down and asked, started asking the ladies if they wanted to buy a chance on a painting by Jean Bowman. At the time, I probably had never heard of Jean Bowman, but anyway, he said it was to support buying uniforms for Drum and Fife corps to celebrate the 200th anniversary of the country on July the 4th. So, I bought one ticket, which I think at the time was \$1, and I happened to be the winner. And that painting hung on my living room wall for 47 years until I moved from Middleburg to Maryland. And so next year, that painting will be 50 years old. And I thought it would be nice if the painting stayed in the area. And since you all have a new town office, I thought you might like to have the painting for your office.

Bridge Littleton: Well, Mrs. Martel, that is fantastic. I will ask one quick question. Could there be an option that I could hang it in my house? [laughter]

Dottie Martel: Well, that might be nice, but I'd rather hang it in there.

Bridge Littleton: Okay so noted. No, I think on behalf of the entire town, the Town Council, and the whole community, we would be honored to accept it and hang it prominently here in the town hall. It's a, you know, fitting tribute not only to the bicentennial in 1996 or 1976, but also, you know, the community that came together at the time, but also you and George's generosity. So, we really do appreciate it. And you know, thank you very, very much for the gift.

Dottie Martel: Well, you're quite welcome. I hope you all enjoy it. And it's nice to see so many familiar faces.

Bridge Littleton: Okay, so do we have to do a resolution, specifically.

Rhonda North: We have to do a formal motion to accept.

Bridge Littleton: Okay. You got it, Chris. Okay.

Chris Bernard: I move that Council accept the donation from Dottie Martel of a Jean Bowman painting for display in the Middleburg Town Hall.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Great. Dottie it's now ours, and we will have it on a wall within 24 hours.

Dottie Martel: Okay. Good to see you all.

Bridge Littleton: Thank you very much. [applause]

Cindy Pearson: Thank you, Dottie.

Bridge Littleton: Take care. Thanks, Howard.

Cindy Pearson: I mean, can I say one thing?

Bridge Littleton: Sure.

Cindy Pearson: Chip before you leave, could you loan Bridge glasses? So, he sees how they can really help? Yeah.
[laughter]

Dottie Martel: Okay.

Bridge Littleton: I think those are prescriptions. I don't need that. Okay. Next item up is. Yeah.

Danny Davis: Rhonda, go ahead and just.

Rhonda North: I am.

Danny Davis: Okay. Would you just leave the Teams meeting.

Bridge Littleton: Strategic Finance Committee Annual Update from Chairman Bob Dale. Now, wait a minute. Where's everybody going? [laughter] This is local government at its finest.

Darlene Kirk: Thank you all for coming. [off mic]

Bridge Littleton: I know other towns have exciting meetings.

J. Kevin Daly: I know the smart ones here now. [laughter]

Bridge Littleton: Yeah.

Unknown Audience Member: Oh, yeah. Okay. How are you? Good to see you. I'm sure it was exciting.

Bob Dale: No, it's not.

Bundles Murdock: We have done our time. We've done our time.

Bob Dale: Jeez. Okay. That's all right. Do I still have to do it?

Bridge Littleton: You got a tough act to follow.

Bob Dale: Yeah. Really? Well, I guess you know who I am. So, I am here to give the annual report for the Strategic Finance Committee. You see there the Members, yours truly, Childs Burden, Sid Abrams, Coe Eldridge, and our newest member, Chris, who actually came to support me. We do have one opening if you know of anybody that's interested. It says financial background and experience that helps. But I do want to acknowledge, too, we have Bridge and Chris on this. We're very honored to have them on the committee, too, so that it's. No, it's. You guys contribute a lot, too so. You know, as far as, like, what we've done this past year or what we're in what we're doing for the current year, the review of the proposed budget, that's one of the steps we always take. Go over that with Danny when he has that worked out. And before it goes to the Council and also the audit, the sorry, I'm reading this. I hope you don't mind. But the annual audit, we are, in fact, we will be meeting with the auditors at our next meeting. Right. So, we go over a draft of the audit with the auditors. So, we kind of function as the audit committee, which we're going to address that in a minute here, too. And then on a quarterly, we meet on a quarterly basis we look at the financials that Angela prepares and you know, looking at the revenue and expenses and making sure that everything's kind of staying within the budget. Then we also look at the quarterly investment reports which, you know, fortunately, are right now looking very good. And we're going to have a slide on that. And then with recommendations, utility rates we did recommend that interfund loan to pay off the utility fund line of credit instead of incurring expenses to you know, go to outside financing. So, that's just a couple of examples

of what we've done this year and continued to work on that. As you all well know you know, the two major revenue sources in this town are the meals tax and the TOT. And so, we've got a chart there showing how you know, how much they've fluctuated, kind of the trend. And that's what we're always looking at is the trend, because as you all know that accounts for a substantial percentage of the town's finances. So, you know, obviously it's susceptible to the economy and tourism and very several other factors. So, we just have some charts that show kind of the trends with the meal and the TOT. Yeah, yeah. On the investments right now, there is the and I think our committee can take credit for setting up the Sweep account. Okay. I didn't want to take credit where credit's not due, but the town does have a Sweep account now, where all the money with Atlantic Union goes into this is swept into an interest earning account, which right now is 4%. And then the rest of the town's investments are in two other funds. One's a shorter-term, shorter-term NAV fund, which is quasi money market which again is averaging 4.45%. And then the longer there's a longer-term bond fund the 1-to-3-year fund, which has got 8.5 million, which is a little over 4%. And as you can kind of do the math and you know that the town is actually making a decent amount of money, earning a decent amount of money just on these invested funds. And so, again, on a quarterly basis, we look over the reports that come from, you know, the investment funds and kind of make sure we also look at the allocation between the two. So, we keep tabs on that. So, as far as our goals for 2026 we do want to kind of keep tabs on keep an eye on the utility rate structure. You all know, again, utility funds are crucial to the town. And it's not you know, you're very fortunate to have a very you know, the general fund is throwing off a nice surplus. But, you know, the general I mean, the water and sewer fund has to be managed a little closer. So, we're looking at, you know, utility rate and again, continuing to look at the revenue trends and the economic uncertainties related to that. Long term, the financing of the utility fund capital projects we will work with the utility committee see what they come up with as far as what's needed. And then we can maybe assist in how to finance those projects and then a 3-to-5-year revenue plan based on this is for the general fund just to see. Okay. Where is always good. That's where the strategy comes in, right? It's always good to have, you know, longer term plan. So, we will be working on that in 2026. We are proposing, I guess, a couple of changes to the ordinance. You know, when this was set up, it was a strategic finance committee. But over the, you know, over the years, we've kind of we're sort of functioning as a finance committee also, you know as far as, like the quarterly meetings and looking at the finances on a quarterly basis and the investments. So, we are recommending a couple updates which again, you can see their combined work on financial policies to include investment policies. Add the responsibility of our committee serving as the audit committee and then also the time that we spend going over the quarterly financials that's really that's really a function of a finance committee. There's not really anything strategic about it. But that's so but we just want to kind of clarify that in the ordinance. And that's it. I mean, any feedback from the Council as far as our exciting work? [laughter].

Bridge Littleton: Anything.? Yeah. Pam.

Pam Curran: Would we continue to use our external auditor too? Okay. Yeah.

Bob Dale: Oh. Yeah.

Pam Curran: I thought so.

Bob Dale: Yeah, yeah.

Bridge Littleton: Bob, you don't want to certify them?

Bob Dale: No, I used to audit the town back in the 80s. Yeah.

Cindy Pearson: That's why they left.

Bridge Littleton: Go ahead.

Cindy Pearson: I just wanted to thank you all on the committee. It does help. And it helps Danny have other eyes on things and Angela and just gives us new ideas and updates and we appreciate it. Thank you.

Bob Dale: Well, thank you. Yeah. Thank you.

Darlene Kirk: [off mic] You as well because you really have kept us in the money. Well, you've done a great job.

Bob Dale: Obviously, it's a lot easier when you're running surpluses, you know, than deficits. But still, I mean, it's yeah, it's somebody's got to keep tabs on it. And we got a great committee too. I mean, we really, we really do.

J. Kevin Daly: I'd like to join in and say along with everyone else, thank you for your service to the community and all the volunteer work. Even though you only meet on a quarterly basis, you are still putting in a lot of time for your neighbors. Thank you.

Bob Dale: You're welcome. We get, I tell you, Danny, and Angela, they do a great job. And Rhonda. Great. Great minutes. [laughter] Yeah.

Bridge Littleton: The only person you don't mess with in town. So, no, Bob, I just wanted to, you know, echo it real quickly, but I just want to say, I think one of the things you guys have done, I mean, at times our work has been strategic. We were trying to think about long term trends, you know pre Covid, post Covid. What does that world look like? We were trying to think strategically and whatever. And then there's the tactical blocking and you know blocking and tackling day to day. But I think one of the biggest things that you guys have done and continue to do is just bring a completely outside set of perspectives and thoughts and ideas that, you know, we just would never have thought of, you know, like the Sweep account doing the loan repayment, the way we went and structured the bonds and into the line of credit, you know, I mean, we could have paid somebody to do that, but it would have cost us a half million dollars to get that advice, you know, and you guys bring it to the table. And it's really helped us manage the town financially a whole lot more efficiently and effectively. So, I mean, from my part, I know from everybody else here, we really appreciate all you guys bring to the table so.

Bob Dale: Thank you.

Bridge Littleton: Thanks. Yeah. All right. When it goes right, it's Bob. If it goes wrong the new guy. [laughter] Anybody have any other questions for Bob? Okay, Bob. Thank you.

Bob Dale: Thank you.

Bridge Littleton: Appreciate it.

Bob Dale: Thank you, Danny.

Bridge Littleton: All right, next up is staff reports. Oh. I'm sorry. Utility report. Well, that should be in staff reports. Where's Vince? [off mic]

Vince Gugliotta: Good evening.

Bridge Littleton: Your boss is here, so.

Vince Gugliotta: Yeah. I'm going to try. I'm going to dive right into the water system. Things look a little different tonight. We have a small presentation for you on the screens. A water system the average daily production rate was about 128,000 gallons a day for a monthly finished volume of almost 4 million gallons, a little under 4 million. A couple notes I'd like for you to take away from this past month of July is we spent numerous hours gathering data in regards to the, Well 3 treatment project, a possible treatment project we're working on that consisted of quite a bit of data gathering analysis, a lot of groundwork kind of in the field, trying to get what we need. We also compiled and updated standards and specs binder. So, we could have available on site for when new construction sites and buildings come about, conducted some numerous line segment of flushing's kind of in the problematic sections of town are historically known problem sections of town that was completed. Well 4 is continuing to demonstrate increased yield capacity after the rehabilitation project, the acid treatment. We're continuing to see good results which you can see back on the transducer graphs on the

tail end of the utility report. Well P is still trending upwards. And at the same time, Well L is still continuing to trend slightly downwards. So, keep an eye on that. Continue over to the wastewater system. We had an average daily discharge of about 98,000 gallons a day, with total finished volume of about 3 million gallons. Some key takeaway events that happened in July for us were we had a critical problem with our RAS flow meter. The RAS stands for Return Activated Sludge that meter failed on us and actually caused the plant to shut down which resulted in a couple emergency calls and some brainstorming as to trying to get the plant back online. We since found a solution, and in the meantime, we're trying to source a replacement meter so we can just kind of rule out this issue coming up anytime soon. Placement meter was ordered. It had a long backorder time, so probably about the end of next month that'll get replaced. But for the time being, we're not too worried about our temporary fix at the moment. The secondary aeration blower was made duty ready again after some repair work. We started it up with Valley Automation and we since found a small electrical issue which a park had ordered for that. And I think tomorrow they're coming out to go ahead and replace that. Probably the biggest event in July was the sewer system CCTV work line jetting cleaning project was completed by Five Star. Since then, we've reviewed their report and we're trying to prioritize which problem sections we'd like to repair first throughout the system. There are numerous other minor equipment maintenance items completed around the facilities and some small repairs. To open it up for any questions about the report.

Bridge Littleton: Any questions for Vince? Anybody? Yeah. Cindy

Cindy Pearson: Our weatherman constantly say that August is throwing us into another drought. Have you noticed any difference here yet?

Vince Gugliotta: Honestly, I haven't. I mean, keep in mind, it depends how long the water the rainfall actually takes to get to our wells. Most of them are, you know, 500 and some feet deep. We may not see last month's rainfall for another year from now, for all we know. But at the moment, we haven't seen any like concerning nosedive drop by any means. Everything seems to be behaving at the moment.

Cindy Pearson: Good. Thank you.

Vince Gugliotta: Sure.

Bridge Littleton: The part that failed, did it fail, had it already reached end of life or was it like a premature failure?

Vince Gugliotta: I think it did reach the end of its life. You think the wastewater, the harsh environment it is in, what it's involved in. I mean, it's run 24 over seven every day since it got installed and started up. Yeah, I'd say it's about expected its life expectancy.

Bridge Littleton: Okay.

Vince Gugliotta: About at its life expectancy.

Bridge Littleton: Yeah, yeah. So, no. So, how do you guys plan for critical parts like that? You know, I mean, like, you know, something has a life expectancy of five years, right? It's critical. It'll shut the plant down if you don't have it. Sure. Do you guys like, plan that? I'm going to replace it at four and a half years before it fails. Or do you wait till it fails? But you got a spare on hand?

Vince Gugliotta: Usually, we try to hope that we have a spare on hand. We have been better recently about, you know, acquiring, you know, spare units, parts to have on site especially like pumps. I'd say this the RAS meter was slightly unexpected. Maybe we just weren't thinking about it. There are a few other meters around the plant. Which we should probably start thinking about. You know, they may need replacement also just like this. The meter, they are almost similar. I think the only difference is size pipe that they're attached to. See, in the future, I would expect maybe another 1 or 2 to fail in the next few years or so.

Bridge Littleton: Yeah. I mean, I guess and the only reason I say is because I was used to logistics and supply chain. So, it would be good to see if you guys have a list of all the critical parts that literally could cause the plant to shut down. Right. And if it's end of life is three years or five years or whatever, and you're getting, you know, just replace it, you know, don't wait for it to fail and then not have it or whatever. You know, I mean, you guys know how to run the plants, but like the plant coming down and failing and you need a workaround because you don't have the part and it's a single point of failure. You know that that's something you know you really want to think about. And that's probably the best way to think about it. Anything that's single point of failure.

Vince Gugliotta: Sure.

Bridge Littleton: So, okay.

Vince Gugliotta: That was kind of the issue with this unit. It's the only one there on site. The blowers are much more forgiving because we do have four units there. We have to run two. But, I mean, you can do the math. If one fails, we just got a couple spares.

Bridge Littleton: Okay, thanks. Anybody have any other questions? Okay, Vince. Thank you. Appreciate it.

Vince Gugliotta: Thanks.

Bridge Littleton: All right, next up is monthly report. Rhonda North.

Rhonda North: Thank you, Mr. Mayor. Good bit of my time. The last couple of weeks has been focused on the town hall project. We have had the door hardware contractor here. Aegis. They've been here for two days. They'll be returning again tomorrow. The stonemason was here and has completed the correction of the deficiency related to the stone water table caps. And I'm sorry that Council Member Leonard-Morgan is not here, but we do think we finally have the outdoor drinking fountain, at least in the Marshall Street part working. Fingers crossed, knock on wood, all that good stuff.
[laughter]

Bridge Littleton: Vince, have you planned on that much draw?

Rhonda North: Unfortunately, we will have to replace the one on the parking lot side, so we're working to do that. The painter should be here next week to do the prep work and start correcting the millwork deficiencies. I've also met with the project manager to talk about the other miscellaneous items. The fire marshal was here earlier in the week to do their inspection. We will be having the fire system tested the annual test tomorrow. And I'm working to schedule the sprinkler system test and the backflow preventer inspections and the big item, the HVAC system. We do continue to work with Boland Trane and the manufacturer. They did make an adjustment. And the airflow from the exhaust fan has improved, but it is still an issue. And the building is still operating at a negative pressure as opposed to a slight positive pressure. So, we're still working with those folks to hopefully get that addressed and resolved. So, lots of work continuing to go on here on the town hall project. And then I'll report on the Asbury Church one.

Bridge Littleton: Okay. Anybody have any questions for Rhonda? Okay. Next up is Ali McIntyre, front, and center.

Ali McIntyre: Hello. You have my report. I just want to highlight a couple of items. The main one being Oktoberfest is coming up in less than a month. I know, I can hardly believe it. It's going to be on Saturday, September 20th. Just a reminder, it is from 11 a.m. to 6 p.m. and we are doing the tapping of the keg this year at noon. So, we're pushing it back a little bit just so we have a little bit more of a crowd. But we are anticipating a great turnout. Crossing our fingers for good weather. And we have new fun elements this year. We do have Whitehall Hounds as our grand event sponsor. We do have a few sponsors this year. We actually are getting a second tent to go on the opposite side of the fence, so we will have additional seating. Much like last year, we do have dancer's accordion players, all kinds of fun stuff. And then of course, Corgi races. We're going to have two heats this year about we're hoping to have 32 corgis. We only have about 2021 that have signed up so far. But other than that, we're expecting a big crowd, hopefully not too large, but just kind of putting the final bows on that event and then gearing up for all the other fun events this season. Punkin and I, I'm sure already left, but

we were actually talking about Christmas today. Carriage rides Christmas in Middleburg. And then of course, we're calling it not Dickens because it's not going to be Dickens themed, but we haven't quite decided what we're going to call it yet. You'll see a few other things in my report, such as DMV connect, which is coming back on October 2nd, which we always get calls about. We try to schedule them as often as we can. And then we are working on the I have VA 250, but it's actually just the semi-quincentennial, the 250th celebration of America. So, more to come on that. Any questions?

Bridge Littleton: Any questions for Ali? That car event is still planned for?

Ali McIntyre: October 18th.

Bridge Littleton: Which is?

Ali McIntyre: Saturday. Same weekend.

Bridge Littleton: Got it. Okay. Great. Thank you.

Ali McIntyre: Thank you.

Bridge Littleton: All right.

Danny Davis: And I did issue the permit for that event. So, they have moved off of Madison Street, so they're only Federal Street and in the Methodist Church parking lot.

Bridge Littleton: Awesome. All right. Thanks. Okay. Next. Thank you, Ali. Next up is. Where am I? [off mic]

Angela Fletcher: Thank you, Mayor, and Council. July, being the first month of the new fiscal year, we're still booking prior year items back for audit purposes, so we will be better prepared to provide July and August data at our next meeting. I'm going to turn the preliminary fiscal year in 25 reporting that Danny and I worked on and presented to the Strategic Finance Committee. I'll turn that over to Danny and happy to answer any questions you might have prior to that.

Bridge Littleton: Any questions for Angela?

Angela Fletcher: Danny.

Danny Davis: Real briefly, Mr. Mayor and Council you have in your agenda packet the detailed information we provided to the Strategic Finance Committee. I think it's helpful to go back to the presentation that Mr. Dale gave. Just because the charts can kind of tell the story in just a quick picture. If you look at the light blue lines on the right side of each quarter, you'll see how the first six months of the fiscal year were significantly higher than the prior fiscal year, and then than our revenues have ever been. This is in the meals tax. And then you'll see the January-March quarter and the April to June quarter barely held on to meet our revenues from the prior year. That's the economic uncertainties that Mr. Dale has referenced and that we all are fully aware of. We are grateful those bars did not fall further. Because for a brief period of time, we weren't sure if that was going to actually be a reduction. And it compared to the prior year. The good news is for meals tax, looking at this, you can tell did come in above budget for the overall year and was still an increase. It was barely over our budgeted number but was definitely an increase of year-over-year revenues. The TOT, similarly, we saw a greater increase in the first two quarters of the fiscal year and then not quite as strong increases in the last two fiscal years, but actually year over year the TOT was better in his revenue gain than the meals tax. So, overall, our preliminary numbers appear that our revenues will be above our budget, which is great. And of course, our expenditures will be below our budget. So, all that detailed information is in your agenda packet. If you have any questions on those other pieces of data, we'd be happy to walk through that. But from a just kind of high-level major revenue categories, we've seen thankfully positive returns.

Bridge Littleton: Any questions on revenue? Okay. Thank you. Next up is Chief. Third place. Oh.

Shaun Jones: Good evening. First of all, I just want to take the opportunity to thank everyone for your support for National Night Out. I think everyone had a great time. You had a great time. Yeah. I'm sure. In our monthly report, I did highlight the fact that we did make one arrest for domestic assault and battery. That's in our report. Right now, we're currently preparing for Oktoberfest, and we're also getting our letters sent out to other agencies for support for Christmas in Middleburg. Does anybody have any questions?

Bridge Littleton: Anybody? All right. Chief. Sir, you got away light tonight.

Shaun Jones: Thank you, sir.

Bridge Littleton: You bet.

Shaun Jones: I'm going to take that and go.

Bridge Littleton: All right. Next item up is Deputy Town Manager, Mr. Moore.

Will Moore: Thank you, Mr. Mayor, Members of Council. You have my report. Just a couple of things to highlight. The Planning Commission is continuing with its review of the Comprehensive Plan. They were diving into the land use policy map this past week which is one of the real key components to the plan. So, some really good discussion there. And we'll be coming back with a revised draft map for them to continue that discussion next month, as well as some other items related to future land use. So, they're really getting into kind of the meat of the plan now. HDRC remains very busy over the last few agendas, and it's looking to be the same for their agenda next week. And then we just have a lot of maintenance items going on at the moment. I'm happy to answer any questions you have.

Bridge Littleton: Yeah. A lot of approvals there. [laughter]

Will Moore: I don't list the denials.

Bridge Littleton: Yeah. Okay. Got it. [inaudible] Does anybody have any questions for Will on his report? Will, what is your guy's timeline for your update on the Comp Plan that you think you're going to want to have a public hearing and send it to us?

Will Moore: I don't think we've said that yet. It's going to depend on how the review of the remaining chapters continues. I'd hazard a guess that they'll be continuing their review throughout the remainder of this calendar year into the early months of next year, at least. Yeah.

Bridge Littleton: No, I mean, it's that's one of those most important ones. It's better to get it right.

Will Moore: Yes.

Bridge Littleton: Than march to some arbitrary date.

Will Moore: Agreed.

Bridge Littleton: All right. Great. Okay. Next is. Where are we? Oh, Town Attorney.

Martin Crim: Thank you, Mayor. You have my report. I'm happy to answer any questions you may have.

Bridge Littleton: Anybody have any questions for Martin? Martin, the only question I had was, do you see anything on the horizon with the next General Assembly? Since we don't know what it's going to look like that we need to be worried about. And I'll tell you, the one that comes to my mind is the one that Kelly Burke went down and testified on about moving local elections.

Martin Crim: Oh, yeah.

Bridge Littleton: So, where they want to basically force everybody onto the even the federal November even years. And, you know, Kelly was from part of VML, you know, she was asked to come down and speak as the largest town. And, you know, she was trying to provide input and thought in her opening statement. And I don't know who the chair was, but they said, yeah, I don't care about that. Just how much money will it save if we move everybody?

Martin Crim: Well, you know, the argument previously for May elections was that you had a more involved electorate, even though it was a good bit smaller and that didn't carry the day. So, I don't know why the same argument would work this time.

Bridge Littleton: And they would be moving delegates too. Right?

Martin Crim: And yeah, they'd have to move themselves as well. So, either shorten their terms or lengthen them. I think shortening them would probably be the better bet, but who knows?

Bridge Littleton: Well, I mean I wouldn't worry about that. So, I just want to make sure. So, part of the political conversation is so Mr. Delegate or Mr. State Senator, when you're ready to run for Congress, you're going to have to choose.

Martin Crim: Well.

Bridge Littleton: You don't get to run for both. You don't get to, you know, keep your job, and then lose the election.

Martin Crim: That's right. You know, if you do have that kind of situation come up in a lot of contexts.

Bridge Littleton: Okay. So, I mean, is the indication that they're really going to is this going to happen or?

Martin Crim: I have not got any inside information on that. I think it does seem like it is consistent with the policies that the General Assembly has been pursuing for some years now.

Bridge Littleton: Okay. All right. Well, thank you very much.

Martin Crim: Yes, sir.

Bridge Littleton: All right. Next is Asbury Church, Miss North.

Rhonda North: Thank you, Mr. Mayor. So, we do have a little later on the agenda the contracts for the Award of Contracts for architectural and engineering services, as well as construction management services. I won't get into details of those right now. As far as the Oral histories project is concerned, we have issued a press release. We are seeking historic photographs related to that project. So, if anyone out there in the viewing community has any historical photos, you're willing to share, we would appreciate that.

Bridge Littleton: Did Betsy tell you that she's found a bunch?

Rhonda North: She did.

Bridge Littleton: Okay.

Rhonda North: She told me right before the meeting she found a lot of photos. So, that's going to be great. Caandor, the vendor, is in the process of revising their edits to the individual interviews based on the committee's comments. I do expect to see those returned back to us the week of September the 8th. So, we are getting closer. And then the final step will be for them to add in the photographs and do the closed captioning. So, then those will be ready to go. They're also

working on the first draft of the composite video. And once we have that sort of identified, they'll work on the script. And then Mr. Mayor we will be calling you to schedule a time for you to do the voiceover for that.

Bridge Littleton: Okay. Any questions for Rhonda on Asbury Church? All right, Danny.

Danny Davis: Thank you, Mr. Mayor. A couple updates. We'll talk about South Madison Street in a few minutes. As part of the agenda, we also discussed it at EDAC earlier this week on Monday as well. Asbury Church you've just received the update from Miss North. Sewer line video inspections, we've been waiting on the contractor to provide us with some more information, and then we'll be reaching out to construction contractor for looking at potentially lining repairing or potentially replacing some of the key lines that were identified as having issues in the report. And then town maintenance building continues to be on hold. And we will provide more information later on that.

Bridge Littleton: Any questions for Danny on the project status? Okay. Rhonda, I know I don't see it on the agenda, but I know we were going to talk about Loudoun now going online.

Rhonda North: Yes, that's later in the meeting.

Bridge Littleton: Well, I was going to say no sense in having Renss staying another two hours if we want to cover it right now.

Rhonda North: That's fine.

Bridge Littleton: What's that? [off mic] I mean, we can go ahead and do it right now, and then you can bolt if you want, or you can stay till 11.

Renss Greene: I actually haven't been in this building yet, so I was just sitting here admiring it so.

Bridge Littleton: Okay.

Rhonda North: So, if you'd like to give a brief introduction to this agenda item.

Bridge Littleton: Sure. Do you want me to or you're going to?

Rhonda North: No, I'm happy to.

Bridge Littleton: Yeah. Just give a quick intro. Yep.

Rhonda North: So, as Council is aware, we are required by law to do some advertising, you know, public hearings, budgets, things of that nature. There are a lot of ads that we also do for things such as when we have a vacancy or a board and commission. For about seven years now, we've been using Loudoun Now for our public notifications. And Loudoun Now recently announced that, well, with the issue this week that is their last published issue and they will now be an online publication only. Now, the state code does allow for municipalities to use online publications only if certain criteria are met. And Loudoun Now has certainly met those criteria. You know, what the staff recognizes is that sort of the whole purpose of these public notices is transparency. You want to let the folks know what the local government is doing. So, they have the opportunity to comment or to share their comments with you all. And we also recognize that we do have some members of our community who may not be technology savvy. So, moving to an online only publication could have an impact on them. So, for that reason we thought we would bring this to the Council for your guidance as to whether you are okay with us continuing to use what will be an online publication only. Our other option would be to go to Loudoun Times Mirror, which we did use many years ago, which will continue to have a print version as well as an online version. So, the question that we're really bringing to you all tonight is the transparency question. Just are you okay with an online only publication? Or do you wish to continue with a combination of print and online? And then based on what you know, whatever guidance you give us, then we will go to the appropriate entity and negotiate the cost for that. So, you all don't need to get into the cost piece tonight. We're just looking for some guidance on the transparency piece.

Danny Davis: And, Mr. Mayor, if I may just add on to what Miss North said, just to add a little clarity on the other print paper option for town or one of two options, potentially. They're both subscription-based, so there's no other. There is no free printed option in town. I think that's the important point to point out there. Not that that's necessarily a barrier, but it's just an awareness as you're looking at the two options.

Bridge Littleton: Does the state law allow subscription? Does that count?

Rhonda North: Yes.

Bridge Littleton: Okay.

Rhonda North: So, for many municipalities you know I know in Front Royal that's all we have are subscription-based newspapers. So, you know citizens in Front Royal. They're used to that type of system.

Bridge Littleton: Okay.

Rhonda North: Here I think folks are used to a free paper.

Bridge Littleton: Yep.

Rhonda North: So, you know, it's going to depend on the area as to whether, you know, you're comfortable with subscription based or not.

Bridge Littleton: Chris had a different suggestion that I don't think we want to entertain. It's a monthly, too. So.

Rhonda North: He's going to start his own on print.

Bridge Littleton: No no. Rhonda, listen.

Chris Bernard: [off mic]

Bridge Littleton: Yeah, let's just leave it be. All right. Well and Renss is here in case anybody had any questions around. And I don't know if it was or and Renss if you want to you know give any you know first thoughts or whatnot. And then if anybody's got any questions for how Loudoun Now will do stuff you know going to online only, which I think is pretty straightforward. It means it's online. Go ahead. Yeah.

Renss Greene: Yeah. I mean, I think that pretty much covers it. We, you know, our commitment is that we continue to offer our news as a service, so we don't put up any kind of subscriptions or paywalls between the community and the reporting that we do. Of course, that includes public notices. And we have a pretty significant web presence we see a lot of traffic through, and we would love to continue to provide this service.

Bridge Littleton: One question I've got, how come when I'm in Europe, it never works?

Renss Greene: So, actually, that will soon work. There's in Europe they have what's called GDPR, which governs data that we can collect on people who visit our website. It's a different law than it is in the US. And in Virginia there is another separate law that covers that. So, we are, I am in process right now of standing up a new service that's going to allow anybody in the planet to access our website. Right now, we have to block that access just because we would expose ourselves to legal liability if a German guy got on there and we gathered cookie data about him and we weren't supposed to so.

Bridge Littleton: Got it. Okay. No, because, I mean, it's the funniest thing. I'll be on Facebook and there'll be a link to the article about something that happened at I don't know, some town hall meeting and I'll click on it and it's you're blocked,

you know so. Okay. Anybody have any questions for Renss? I think, you know, at the from a top-level perspective I completely understand, you know, that the online move. You know, Rhonda, to your point about transparency is important and all that kind of stuff, but and I, you know, other localities, you know, it's only subscription available. I just I really have a preference for it having what we do be available free. Now, if we want to add Loudoun Times Mirror. Okay, we can talk about that. But you know, it's funny. I'll go to the website, but a lot of times where I see it is somebody's linked something on Facebook and it'll be like, oh, let me go take a look. And it really actually makes it pretty accessible. So, I'm all for continuing to use Loudoun Times. I don't know if anybody else has any other concerns. And if Rhonda, you wanted to go get pricing or whatever at the Times Mirror because I get it. Some people just like paper. I don't think we need to, but it doesn't hurt to see what it looks like. But Cindy, you had a question.

Cindy Pearson: I was just going to say thank you because I may be the only person on the block. I've never liked to touch a newspaper, so I'm glad you're going online. [laughter] Can't help it. It's a Yeah, the ink, the ink. [laughter] And It's crazy but thank you.

Bridge Littleton: Kevin.

J. Kevin Daly: Do we know the significance of the number of people in town that have or are paying for subscriptions currently?

Bridge Littleton: I tell you what, we'll let you poll that, and you can come back to us. I have no clue.

J. Kevin Daly: No, because the reason I'm asking if no one is, let's keep it simple. Let's keep it Loudoun Now.

Bridge Littleton: Well, maybe that's the way to do it, right? I mean if people six months from now are saying, hey, I don't, you know, then we can react, but we don't. I don't think we need to change anything at the moment. Okay. Rhonda, do you all have what you need? Yeah.

Rhonda North: Yes, sir.

Bridge Littleton: All right. Renss, thank you.

Renss Greene: Thank you.

Bridge Littleton: Appreciate it. All right, going back to the agenda consent agenda. Would anybody like anything removed or added to the consent agenda? Yeah. [off mic]

Chris Bernard: I move that we adopt the Consent agenda as proposed.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Next item is amendment to the Special Events Ordinance. Mr. Davis.

Danny Davis: Thank you, Mr. Mayor. I'm not going to go over this again unless Council has any questions. We've discussed this a few times, and we've revised the proposed ordinance in accordance to the Town Council's direction. As noted here, just a few brief kinds of amendments to the ordinance and just adding a few additional requirements on those events that expect more than 499 attendees. Otherwise in working with the Town Attorney, I think it's ready for approval.

Bridge Littleton: Any questions for Danny? Would someone like to make a motion?

J. Kevin Daly: I'll take it. I move that the Town Council approve an ordinance to amend Town Code chapter six pertaining to special events.

Cindy Pearson: Second. Well, yeah.

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

All of Council: Aye.

Bridge Littleton: Abstentions. Nays. All right. Next item is award of a contract for architectural engineering services for Asbury Church, Miss North.

Rhonda North: Thank you, Mr. Mayor. I'm actually going to talk about the next two items because they are interrelated. We've got the award of the contract for architectural engineering services. And then also right behind that, the award of the contract for the construction management services. We did accept proposals back in March. We received four proposals for each. We ended up interviewing two firms for each and since that time we've primarily been in negotiations with the firm, which was Glavé & Holmes. And what took so long was we were trying to get the scope of work narrowed down so that we could get what the staff felt was a good and reasonable cost to do the services. So, both of those contracts actually have two phases to them. The first phase is the design services work. The second is related to construction management. If in both cases of both contracts, both have a clause that would allow us to terminate the contracts for convenience should we find that we need to do so at any point. In particular for the architectural engineering contract, the first thing they will do will be site investigation that's just a little under \$25,000. If we get in there and the site investigation reveals that the cost is going to be significantly higher than we had anticipated and would have the ability to reasonably fund, we would be able to terminate both contracts at that point and not incur further costs. I think, Danny, do you have the chart on the anticipated costs that we could display? So, Council Member Pearson asked that we put together a chart to maybe help explain some of the costs a little better. So, for the first phase, which would be the design cost the, let me get that online for folks to see here. So, for Glavé & Holmes the architectural engineering for the design phase would consist of, as I said, site investigations, the development of schematic designs and construction documents and possibly historic rehabilitation tax credits. Should we decide to pursue those? The cost for that is a little over \$238,000. We're also proposing to use Downey and Scott for construction management. Those services would consist of pre-construction services, helping us review the design plans as well as cost estimating. And that's anticipated to cost \$114,000. So, the total design costs for the AE and CM would be almost 253 thousand dollars. 353 I'm sorry, \$353,000. And so that would give us the construction plans and a cost estimate to give us an idea of what they think the project will cost. Assuming that we'd like to go.

Bridge Littleton: Rhonda, can you hold right there? Okay.

Rhonda North: Sure.

Bridge Littleton: This is what I was calling you about earlier. So, I just want to make sure I understand this right. So, you're saying or what this is saying is in order to get construction documents, which I get, those are big, really important things and all that kind of stuff. But also, then to have a cost estimate on the build of the building to whatever we want, it's going to cost us \$352,000, correct? Okay. Is there any way? I mean, it's a chicken and the egg. It's how much do we want to spend? But we got to spend over a quarter of a million dollars to find out how much we want to spend. And if that amount comes out to something that's unacceptable, we just spent \$350,000 to find out we don't want to do it. Potentially. Right.

Rhonda North: Potentially.

Bridge Littleton: And so is there any way that there's the ability to spend a lot less money to. I'm not asking for somebody to give us a hard number that oh, it will be this, but a non-binding budgetary ROM Rough Order of Magnitude estimate, you know, for 50,000 or whatever that you could get about this for a million. But what you've said you wanted will take you to 1.7 million. And then we haven't spent \$353,000 to figure out what the end number would be. And you

see where I'm going with it, right? I don't want to spend a couple of hundred thousand dollars to come up with something that we all go, but then it's 2.1 million and we go. We're not willing to spend that.

Rhonda North: Sure. So, I mean, I think it's kind of what we saw with the town hall project, you know, as your design plans get a little tighter, then somebody's able to give you a better budget number. And we started out at the beginning thinking we're going to do the town hall for \$6 million. Well, when we found out that at the end that it was really closer to \$10 million, it was quite a shock to everyone. And I really would hate to repeat. [multiple speakers]

Bridge Littleton: Well, and that's exactly my concern because it hasn't held at that either. Right. My concern is that we spend 350 some odd thousand dollars or close to it, and we get construction. You know, if it's \$2 million, we don't need the construction documents yet. We don't need them to do that stuff because we may not do it. It's now double the price we thought it was going to end up costing. So, why would you produce construction documents of something you might not actually build?

Rhonda North: Well, these are the things that are going to help us if we decide to pursue grants. These are the things that are going to help us to pursue grants. You know, these folks are going to want to see actual design plans, construction plans, and they're going to want to see cost estimates before they award us a grant. So, it's one of the tools that just helps you get to the grant process should the Council decide that it wishes to pursue grants?

Bridge Littleton: No, I got it. And those are all speculative. So, let's assume we're not going to get any. Right. I mean, we know. And Chris, you got a question. I mean, we know it's \$350,000 to get to go, but we don't know what the go cost will be. And I'm just trying to figure out is there a cheaper way without having to get [inaudible] committed all the way this all the way down. Even if it's something that is 80% close, is there a way to do that? I mean, Chris, you have a comment or a question?

Chris Bernard: Just it might be helpful because Rhonda and I were looking at this earlier, and I think one of my questions was how much guidance or how strong is our guidance to them that they're designing a \$1 million project. I think that helps dial it in. Like, they know what our budget is, so they're charged not to go out and design a \$2 million project because they know that's not what we're spending. So, is there a mechanism and mechanism in there that if they do come back with something that's over that, that it's like, well, hey guys, this is not the assignment.

Rhonda North: Yeah.

Bridge Littleton: So, the issue with that is if we give them an arbitrary budget number without requirements, they will design it to that. And what they design, we may look at and go that's useless. So, we're never going to build that because. [off mic] No, no, what I'm saying is we don't have requirements, what we're telling them is do the best you can with a million. And what may come out of \$1 million is something that we actually wouldn't be proud of.

Danny Davis: But that's why the process is iterative as well because it's not just a you start today and you get there in 12 months, right? There's a plan here for them to present those different levels of design. But also, I think it is important that the requirements have been identified in the public outreach that you've done to date. We've had those conversations from a macro level I get, but then we translate that to during these negotiations. And Miss North was, I mean, she was scrubbing every penny possible. The initial contract proposal was over \$700,000 for design. And we just basically threw it out the window and said, not happening. There's no way this project works if that's what it's going to cost to design. And so, there's at some point there's going to be fixed costs that we have to incur. Now there are outs. There are phases in here. The problem though, I think as we found on the project and as Miss North is trying to mention, is we can add another cost estimation piece to, you know, this design phase that say 60% design, but is it going to get us to 80%? Is it going to get 70%? It'll be as close as we can get based on the information we have at that time.

Danny Davis: So, when you're designing a building like this, there's just it's only the best you can do. So, I can't guarantee that any number we give you mid-design will be worth its weight. Yeah. [off mic] And I think the point that we've tried to reiterate to both firms is the constraint that we have of funding. Right. This is not just a, you know, we'll pay anything to get it done, but also the constraint that this is not intended at all to be anything ornate or over the top or high

tech. I mean, we're talking as basic as we can get it to be able to receive occupancy permits. Right. Structurally sound restored as best as we can and then prepared for us to be able to use for the purposes that the community wants to see it used for. Is that \$1 million? Is it \$800,000? Is it 1.6? I can't answer that question today. I can't.

Rhonda North: And to get to one of your questions that you were asking earlier and sort of to Danny's point, so originally, Glavé & Holmes proposal was over \$700,000. And we went back to them, and we said, look, we're talking about a basic heat pump system. We're not talking about a design of a large system. You know, we're talking about making the first-floor handicap accessible but not putting the public on the second floor. So, not making the second floor handicapped accessible. So, we have given them some directions with regard to, to some components of it. You know, the AV system, you're going to show us where to put some conduits. We'll have our IT folks develop the conduits or what fills the conduits, but it's just going to be a couple of monitors on the wall, essentially. So, we, as Danny said, we've tried to make it as basic as we can make it while making the building occupiable.

Pam Curran: So, I was going to ask Danny with the iterative process. When they bring us a couple of options along the way that we would review so they wouldn't get too far off track, or we could weigh in on, you know, what we'd be proud of along the way. I think that's important for, you know what Bridge saying not to get too far.

Rhonda North: So, the first thing we'll get is a schematic plan. If we don't like it, they'll do one additional schematic plan, but we'll start with the schematic plan. They won't proceed further until we have approved the schematic plan. And once the Council has reviewed it and is comfortable with it, we will also do a public presentation. So, the public sees where we're going. And, you know, until we've approved all of that, they won't move into the construction design phase.

Bridge Littleton: So, but, Rhonda, what if we don't like it?

Rhonda North: Then they'll do another iteration.

Bridge Littleton: And we still don't like it. And we say this is just not in the direction, you know, for \$1 million, where you're going is just not what we want to do.

Rhonda North: So, if we don't like it the first time, we need to give them very good direction as to what we want for the second option.

Bridge Littleton: Yeah.

Rhonda North: Because if we keep option, option, option, there's going to be additional charge.

Bridge Littleton: No, that's not my point. What I'm going with is they come to us with a layout, and we like the layout, but it's leaning towards \$2 million to do that. I mean we got tariffs coming in. You know there's going to be so much price uncertainty potentially when this project has to actually get bid by, I mean what's this whole this they finished the let's say everything goes by their plan. They're done in what?

Rhonda North: Yeah. A little less than a year.

Bridge Littleton: Okay. So, next summer. God only knows what construction costs or materials are going to be. Right. What I'm. What is making me really, really nervous is that it's the, you know, that we get caught in the. Well, we spent \$400,000. It's only another 200. And then four months later, it's only 300 more. We're almost there. You know, that's the point, the part that really, really scares me, you know, because we don't know what we're getting. We don't know what it's going to look like for \$1 million.

Rhonda North: So, we'll get a construction estimate for the schematics, and we can stop it at that point.

Bridge Littleton: But then we don't owe them 238.

Rhonda North: Correct.

Bridge Littleton: That was the question.

Rhonda North: We. On both contracts we will have a termination for convenience clause. So, at any time with seven days written notice we will be able to terminate both contracts.

Bridge Littleton: And have no further outstanding.

Rhonda North: We will owe them is for whatever work. [multiple speakers]

Bridge Littleton: What work done, work done.

Rhonda North: To that point.

Bridge Littleton: Okay. All right.

Rhonda North: So, we yes, we will always be in the driver's seat, and we will always, if there's comes a point that the Council says this is getting too much, we will always be able to terminate.

Bridge Littleton: Okay. Because I was reading the memo, the only thing in there said we could stop in that site investigation.

Rhonda North: Well, that's the first, that's the first point that we could stop them at.

Bridge Littleton: Yeah.

Rhonda North: But, you know, and that's going to be one of the major ones once we get in.

Bridge Littleton: Sure.

Rhonda North: I mean, it's an 1829 building, you know, once they get in and do that design, you know, if we find it's going to be a whole lot more work than we anticipate or if the because they'll be talking to the county building inspector folks, if they determine that any of the uses that we're proposing puts us into a change of use for the building, which could increase the cost, you know. [multiple speakers]

Bridge Littleton: Totally pull this off. [multiple speakers]

Rhonda North: We can stop at that point and just, just have, you know, committed for like \$25,000 on the AE side.

Bridge Littleton: Got it.

Rhonda North: Yeah.

Bridge Littleton: So, then my last question is for all of Council, I think one of the things we're going to have to be very, very thoughtful about is that every step along the way is risk increasing, is uncertainty increasing is what we expected not materializing? Because, look, we set aside this million dollars like three years ago. It was going to go a lot longer. It was going to go a lot further three years ago than it's going to go next year. Right. And we're just we're not willing to spend more because we've got road improvement projects we need to do. We've got pipes we got to fix. We've got sidewalks that are broken. Right. This is a great to have it's not a got to have. We've got lots of got to have's we got to fund. And I just want to make sure that we're all on board, that, you know, it's a group decision. It's a group vote. But we could be \$1 million in and have to pull the plug. Because it is, it just becomes something that is going to eat other priorities that are, you know, and I don't mean pull the plug indefinitely, but we'll have to shutter it and come back in five years or whatever.

That is obviously an utter worst-case scenario, but I think we all just have to be sensitized to the fact that as it goes along, it'll be a really tough vote. But, you know, we've got a lot of priorities. So, anyway.

Cindy Pearson: And two, we need to remember that this has happened before, that we had to change paths on what we have we're going to do with it. So, it's not an easy project at all from the get-go. So, we do need to keep that. Yeah.

Rhonda North: So, we do have CIP money that has already been committed to this project. And it is certainly enough, you know, more than enough to cover the design cost?

Bridge Littleton: No. I'm worried. Yeah, but that goes back to my why would I spend \$550,000 on full design in CM for a building that's going to be 2 million. And we decided we're not going to do. That's again. And I'm thinking, worst case. I just.

Rhonda North: Yeah. I understand.

Bridge Littleton: Okay. I've beat that up. Any. Rhonda keep going. I'm sorry. And that might be all of it.

Rhonda North: So, that's pretty much it. So, at this point, you know, we're presenting the contracts to award the AE services to Glavé & Holmes and the CM services to Downey and Scott. So, two separate items associated with the same project.

Bridge Littleton: Anybody have any other questions about either contract action that Rhonda has gone through? Okay. Rhonda, how would you like us to act on this?

Rhonda North: So, we'll do the AE service contract first and then follow up with the CM contract.

Bridge Littleton: Okay.

J. Kevin Daly: And roll call vote please.

Bridge Littleton: Yeah, yeah.

Rhonda North: Yes. [inaudible] Roll call.

Bridge Littleton: Who would like to read the motion for the Glavé & Holmes?

J. Kevin Daly: I move that Council authorized the Town Manager to sign a contract with Glavé & Holmes for the provision of architectural engineering services for the Asbury Church restoration project. Based upon their proposal dated August 19th, 2025, contingent upon the approval of the contract by the Town Attorney.

Darlene Kirk: Second.

Bridge Littleton: Any discussion? Rhonda, do you want to call the roll?

Rhonda North: Vice Mayor Bernard.

Chris Bernard: Aye.

Rhonda North: Council Member Curran.

Pam Curran: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member Kirk.

Darlene Kirk: Aye.

Rhonda North: Council Member Pearson.

Cindy Pearson: Aye.

Bridge Littleton: Okay. And then the one for Downey and Scott.

Cindy Pearson: I have that. [multiple speakers] I moved that Council authorized the town manager to sign a contract with Downey and Scott for the provisions of construction management services for the Asbury Church restoration project, based upon their proposal date, August 21st, 2025.

Darlene Kirk: Second.

Bridge Littleton: Any discussion? Rhonda, if you want to call the roll.

Rhonda North: Vice Mayor Bernard.

Chris Bernard: Aye.

Rhonda North: Council Member Curran.

Pam Curran: Aye.

Rhonda North: Council Member Daly.

J. Kevin Daly: Aye.

Rhonda North: Council Member Kirk.

Darlene Kirk: Aye.

Rhonda North: Council Member Pearson.

Cindy Pearson: Aye.

Rhonda North: Thank you, Mr. Mayor.

Bridge Littleton: Okay. Next up is Chief Jones.

Danny Davis: Mr. Mayor.

Bridge Littleton: What?

Danny Davis: We there's one more action item.

Bridge Littleton: Oh, the county stuff. I'm sorry. Shaun. You can stay there. This should be quick. Yeah, but. Danny, please.

Danny Davis: Are you okay? If we ask the county for money?

Darlene Kirk: Yes.

Danny Davis: No.

Bridge Littleton: Only if you ensure you're going to get it.

Danny Davis: I'll do my best. We'll see. So, we're asking for CIP funding from the county to support the South Madison Project again. Based on their input from last year, we're suggesting excuse me to revise our proposal slightly to respond to some of the comments that were made by staff in their review. We had a briefing meeting with them yesterday, and I think that will at least alleviate some of the concerns about the scope of the project, the potential unexpected costs. We're proposing to limit the project to end at Federal Street instead of going down the hill to the to the shop. But I think you have the information in front of you, and Mr. Bernard is probably ready to make a motion.

Chris Bernard: I moved; the Town Council approved a resolution in support of Loudoun County Capital Improvement Funding for the South Madison Street Safety and Improvements Project.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions.

Chris Bernard: I almost interrupted. Okay.

Bridge Littleton: All right. Shaun, back to you.

Shaun Jones: All right. Thank you very much. Since the last Council meeting, we went back and did some research. One of the first things I'd like to say is the traffic safety is one of our major concerns and priority at the police department. So, we went back and took a look at, contacted our vendor of our speed signs, the question that the Mayor had after speaking with the vendor, with our speed signs at both entrances of the town, it was determined that it only collects the data of the traffic that's coming towards the sign. So, I wanted to get that clarified first. Then we went back and started talking and we came up with a four-step traffic evaluation initiative in different areas of Middleburg. So, the first step that we are going to talk about with the four steps are the traffic evaluation, speed signs and deployment, and LiDAR, and the possibility of exploring options of deploying speed cameras in school zones for traffic evaluation. Due to citizens' complaints and this officer's observations, we determined that there are several areas in town that we have a problem with speeding. The areas of Washington Street in the downtown business area, north and south Madison West and east, Federal Street, West and East, Marshall Street, Foxcroft Road and Stonewall. What our game plan is to do is work with officers to come up with a traffic evaluation initiative. Part of their normal daily duties is to set some of these areas where we have these problems. So, I want to get more. I know the Mayor likes data, so what I want to do is try to get more data for him and the Town Council. So, where our game plan is to put officers in these locations if time permits, due to calls or other things that we have going on. But I'd like to have the officers sitting there in these areas morning, afternoon, and evening hours. We'd like to do a vehicle sample of 25 vehicles, and then we're going to take the data collection and get the average speeds, prepare report submitted to Town Manager Davis and then report our findings to the Town Council. So, our goal for this is to get accurate traffic data collection to have a presence there. And then just community reassurance that we're doing what we're doing trying to keep the town safe. Officer Hinegardner, since the last Town Council meeting, he took an initiative of his own to start what we're trying to accomplish, he said, in three different locations and monitored the speed the average speed range most vehicles were recorded in the average speed of 18 to 24mph. The second phase is speed signs and deployment. We took a look at possibly purchasing speed trailers that we can move from every all around the

town, but we found that with the town our size one, we're going to have issues with storage, parking, the I mean, placing the speed trailers somewhere where we can get accurate information and we came up that's not really suitable for our town. So, we got the sign boards at both entrances of the town speed signs. What we can do is take those signs and we have other poles placed throughout the town. We can unhook the signs and just put them in different locations throughout the town. So, what we're looking at doing is keeping it there for 30 days to evaluate and get the data from those different areas. But speaking with Town Manager Davis we also would like to take a look at possibly purchasing two more signs so that we could be more effective and have them spread out throughout the town and our problem areas. So, with four speed signs, we're able to rotate them every 30 days across multiple identified locations throughout the town. Inside the packet, I put pictures of areas where we can post the signs and place them and also had a little map that was designed there as well. The third phase, the LiDAR deployment. We have live LiDAR's that are being calibrated right now. We have one more on the way. So, we in order to calibrate LiDAR's, we also have to set up signage where we can ensure accuracy and so forth. So, we're in the process of doing that with LiDAR. It allows us to be outside of our vehicles. We can actually get more accurate [inaudible] on vehicle. And we can do more collaboration if we have other officers working, one person can do the speed and another person can make a traffic stop. But that's another thing that we're in the process of doing and final phase is exploring speed cameras. We have our authorities to install speed cameras in school zones. To enforce the school.

Bridge Littleton: Shaun real quickly. Can you define for us what a school zone is?

Shaun Jones: School zones.

Bridge Littleton: I know it's the school, but how much further out?

Shaun Jones: It's right there where we have the flashing lights, you know.

Bridge Littleton: No, no, I get that, but a school zone is like X number of feet from the school border.

Shaun Jones: Yeah. Right. Where we have the we have to have signage. Seeing. Yeah. Where the signs are in entering a school zone. That's our that's our school zone area. Right.

Danny Davis: And those are generally in my understanding though we can get more info. I think those are defined by VDOT in terms of where it falls on the street. So, if the question is, can we expand that length from the intersection?

Bridge Littleton: Like if they say your school zone is 100ft from the property boundary. Okay. You're now placement area is 100ft around it, not just where the school sign is.

Shaun Jones: That's one.

Bridge Littleton: That's yeah.

Shaun Jones: That's one thing that we can go back and research for you.

Bridge Littleton: Yeah.

Shaun Jones: But where our current school where our current school signs, flashing signs, that's one area. But then I want to take a step further and look at the possibility of working with VDOT to get the although The Hill School is a private school we can install. Yes, we can install speed signs right there as well. So, that's the second plan right there to explore the possibility of speed cameras in the school. And that's entirely up to you guys if you would like for me to pursue that further and get further information with exploring the school cameras. So, one traffic is very important to us, and hopefully everything is outlined for you on our steps to help try to improve traffic safety in the town.

Bridge Littleton: Any questions for Shaun?

Shaun Jones: Council Member, Kirk.

Bridge Littleton: Or Darlene.

Darlene Kirk: There's a lot of speeding going on up through Ridge Street here. I'm sure Pam has seen it they're flying down Chestnut Street and not stopping at any of the stop signs. Just flying down Chestnut and then up Blue Ridge there's a lot of people not stopping at those stop signs. And I know you're trying to do the downtown area, but I just wanted to give you that heads up, because there are a lot of kids now riding bikes and stuff through there.

Shaun Jones: And we would like to. And that's the purpose of looking to expand in other areas. And people let us know. You know, another thing that we're doing is a target area of the week. So, we're rotating officers in like we call it the hot zone of the week. This is what I want you to concentrate on for this week as well,

Bridge Littleton: Chris.

Chris Bernard: Yeah. I'm looking at the map of the pins on it. Are those eight pins all the locations where you want to do the portables?

Shaun Jones: Well, those are areas that we would like to target first, but like I said, we can move them throughout the town. We just have to have the poles placed and we will have to identify locations so it's easy to unhook and just continue to.

Chris Bernard: I mean, call me crazy, but if these things are four grand, I wouldn't be opposed to identifying, you know, if we have a certain amount of places in the town, like we can get more than two more of them as far as I'm concerned. And that way you can collect real data over just more than a month. It's not cost prohibitive. Are you talking about the little ones that flash what your speed is?

Danny Davis: The current one. Like the current ones we have? [multiple speakers]

Shaun Jones: Yes.

Chris Bernard: Just put them everywhere.

Bridge Littleton: Well, I mean, but now you start to get sign clutter.

Shaun Jones: Yeah.

Bridge Littleton: And, no, I get it. But I mean, you know, do you want to spend \$20,000 just for data collection instead?

Chris Bernard: It does work that you see it. [off mic] You go, oh, my God, I'm driving too fast and slow down.

Bridge Littleton: No, I get that. Yeah, Cindy.

Cindy Pearson: True. But the other problem is too, where you have it at Royston's or at brick and mortar. People also need to be looking at pedestrians there more than they need to be looking at that sign. And we have a lot of signs in town. I'm sorry. And to think you're going to put up more poles to have poles available to move these around. Right. You'd have to use existing poles, not add new poles because.

Shaun Jones: Well, before we.

Cindy Pearson: Empty pole hanging out.

Shaun Jones: Go ahead.

Danny Davis: So, most of the locations I think all the locations except for Stonewall Avenue have existing speed limit signs. So, we would just take the speed limit sign, move it, take the radar, put it there, and we just interchange them as needed. And you make a good point about; we don't want to introduce too much that's taking people's eyes away from pedestrians. I think these two locations are separated distance enough from the crosswalks where it's not right on top of it. One of the concerns Council had at the last meeting was the current signs are at the changeover from 25 to 20. So, as you're coming up the hill towards sporting library, technically the speed limit is still 25. And so, and you're also you have your foot on the accelerator as you're going up the hill. If we get it past the crest of the hill, hopefully we'll get people actually with their foot on the brake, causing themselves to slow down, and they see what their real time speed is. So, it's a give and take. I think it's worth trying. As far as how many are happy to deploy more than four if Council. [off mic] Yeah, it's strategically placed without overburdening one particular road or another.

Shaun Jones: And our plan was to talk with Mr. Moore and actually make sure that we're strategically placing these. Like you said, we don't want the sign clutter. Yeah.

Cindy Pearson: And you say that they're not close to the crosswalks. Well, the problem is the people in those areas don't use crosswalks.

Shaun Jones: Correct.

Cindy Pearson: Because my golly, you've got to walk another 50 feet. So, they're cutting across, especially at the Episcopal Church area and especially at brick and mortar.

Shaun Jones: You're absolutely.

Cindy Pearson: Correct. Yeah.

Bridge Littleton: Any other questions? The only one I had was and it was not in your report, but I do I have gotten complaints. The big, wheeled signs that we have now on Federal I mean, it's been almost a year since we changed the speed limit. Do we really need to keep putting those up? Telling everybody it's 20 miles an hour? Okay. Because they are an eyesore.

Shaun Jones: Okay.

Bridge Littleton: I get it for a while, you know? But it's almost been a year, right?

Chris Bernard: [off mic] Using these little ones. Well.

Cindy Pearson: I'm going to ask a question that it might be my not being observant. Was there always one 20 miles an hour, one right there at the charter school, or is that new? The 20 mile an hour zone speed limit.

Danny Davis: Mr. Moore did answer that I think.

Will Moore: Where at the charter school are you referring to?

Cindy Pearson: I'm on North Madison Street going that way. And there's a new little there's a 20-mile zone, 20 mile an hour.

Will Moore: I believe the northbound side was always there. There's a southbound sign that's in front of the residence, which was new when we implemented.

Cindy Pearson: Because that was 25 forever.

Will Moore: Correct.

Cindy Pearson: Okay. Thank you.

Bridge Littleton: Yeah. And I mean, I think everybody's in agreement. Speed cameras in school zones.

J. Kevin Daly: Absolutely.

Bridge Littleton: What's it look like? Well, I mean, we're not making a decision. What's it look like? What can we do?

Shaun Jones: Yes, sir.

Chris Bernard: And the real interesting one. I mean, the charter school one is great. That's a corner. Most people. You mean you can only go so fast when you're going through that? But unless you don't stop. The one if we were to get one over on the Plains Road where the Hill School is. Yes, sir. That would be huge because people just fly down that. [off mic]

Bridge Littleton: Comes all the way around.

Chris Bernard: And there is. I'm telling you; there's one in front of Wakefield over in the plains.

Danny Davis: I'm glad you said that. We were only thinking South Madison.

Shaun Jones: South Madison, so yes.

Bridge Littleton: I know you got the entrance.

Danny Davis: Sure.

Bridge Littleton: Yeah. The main entrance.

Danny Davis: Because parents come in both sides of the property.

Bridge Littleton: And it's the ball field. It's all the way down the ball field. I mean they own all that.

Chris Bernard: Massive difference.

Cindy Pearson: [off mic] And they use it.

Bridge Littleton: It yeah. Yeah, I mean that's school property all the way down to the Dornin Science Center - Middleburg that's here. But I mean still. Okay. [inaudible] Shaun. Thank you.

Shaun Jones: Yes, sir.

Bridge Littleton: All right. Next.

Danny Davis: Sorry. What I hear is consensus for us to get at least two additional radar signs, the flashing signs. And we'll use those for now, and then we can come back to you if, perhaps if you want us to purchase more?

Bridge Littleton: Yeah.

J. Kevin Daly: I thought we also agreed on cameras.

Shaun Jones: We're going to research that a little bit more in depth.

Danny Davis: On the camera side.

Bridge Littleton: On the speed cameras and issue tickets.

Shaun Jones: Yes, sir.

Bridge Littleton: Right, right.

Shaun Jones: Yes, sir.

Chris Bernard: And find out about the other.

Danny Davis: Yeah, yeah. But I just want to make sure your Council is comfortable with us on the flashing speed signs.

Bridge Littleton: Yeah.

Danny Davis: Great.

Shaun Jones: Okay. Thank you.

Bridge Littleton: Yep. Okay. Next up is parking in residential areas.

Danny Davis: Thank you, Mr. Mayor. You all have the memo in front of you. The question that came up at the last Council meeting was whether there was a prevalent issue of over parking or lack of parking in residential areas in Middleburg. And also, what does it look like if we were to potentially consider or implement a residential permit parking district? So, looking at what other jurisdictions do, there are three kind of broad considerations when you look at a residential permit parking district. The first is typically the criteria that you look at is are you seeing an abundance of vehicles parked there that are not associated with a residence? So, typically you see this at where there are colleges, universities, high schools, particularly because you have a lot of new drivers and they don't want to pay the \$100 parking fee or whatever it is. You also often see it in commercial districts where there's an overflow of workers or visitor parking, things like that. The second overall consideration is that usually any residence within that parking district would be issued a permit for all of the vehicles that are registered at that residence. So, whether you have one vehicle or 12 vehicles, you would be able to get a permit for each of those vehicles if it's registered at that address. And then third, typically, though, it's not required the process would be go to the community where the issue is happening and have at least a majority, if not a supermajority of the residents sign a petition, if you will, saying they want this district implemented. That allows there to be buy in to the process, and you're not implementing a district where perhaps people don't want it. As we look at our community, we really don't see issues of parking meeting either of those first two or that first criteria. We don't see school parking flowing over into residential districts. We don't see business parking flowing over into residential districts. The primary issue where this has been raised is residential parking that might just be parked in some in front of someone else's house, or perhaps residential parking that might want to park on the street, but they can't because that's being occupied by other residents. Similarly, we have some residents who have 5 or 6 vehicles, and while they use an entire section of roadway, having a parking district wouldn't solve that because each of those vehicles, unless Council chose to restrict it and say you only get two per household, but that becomes problematic for how you then implement it and allow people to park the vehicles that they may have purchased. So, from the town staff review of this we believe the best way is just for us to continue enforcing parking where we have the authority to you see it here. And I will say thank you to Chief and his team because they've been doing a lot of enforcement, especially in places where people are parking, going the wrong direction, that's been a primary one. A lot of delivery vehicles have been doing that recently in the commercial district, and the officers are doing a lot of good work in that way. So, our recommendation is we continue just enforcing the code that we have before us. But the implementation of a parking district of any means would be quite burdensome. And also, I'm not sure it would actually accomplish what, you know, the question that's been raised so I can answer any questions you might have.

Bridge Littleton: Anybody have questions for Danny? Only request I would have to is, is that as people have unregistered or dilapidated cars, right? Like someone who's got a car with all four tires flat, even if it's registered, you know, whatever the enforcement is on that, let's actually enforce it. And I don't know what the enforcement is. Right. But I mean.

Danny Davis: We have we have inoperable vehicle code language, and we can follow that and make sure that we're taking care of that. [off mic]

Bridge Littleton: Okay. Thanks. Yeah.

Darlene Kirk: I don't see the need for parking permits for residential areas. If it's just one small residential area that's having an issue rather than a larger one.

Danny Davis: Yeah.

Darlene Kirk: I think we just need to deal with their problem head on like we're doing.

Danny Davis: Yeah. Thank you. And for the one of the particular areas that was raised, I know to the Mayor, we've been in discussion with the fire marshal's office as well. It's an older townhome community where the curbs are not painted and signs are not in place. And the process of implementing, you know, fire lane markings will have to be seen about how that happens. But that would help potentially resolve some of the concerns about vehicles parked in a manner that might restrict emergency vehicles. So, we'll keep working with the Mayor and the residents on that.

Bridge Littleton: Yeah. Pam.

Darlene Kirk: Do we have an ordinance on allowing residents to park their cars on the front yard in their front yard? Similarly to your question, I think they park instead of parking. Maybe they have two in the driveway, and then all of a sudden there's one in the front yard.

Danny Davis: Right? So, we've done an initial look. I'll let Mr. Moore respond from his.

Will Moore: Yeah. I'll have to look more closely at the code. I'm not sure if we have the provision that requires the parking to be on an improved surface. So, I'll have to look more closely at that.

Danny Davis: I know often what we see is people will turn the grass into a gravel area and use that for parking, you know, so it is more of an improved surface than just parking on the grass. We'll get some info and bring that back to you.

Bridge Littleton: Okay. Next item, downtown business signage and vacant storefront window treatments.

Danny Davis: Thank you, Mr. Mayor. These are two distinct issues, but we brought them together to you. We discussed these with the Economic Development Advisory Committee on Monday. So, we'll start with the downtown business signage. I'm going to refer to this as a sandwich board signs. It's just easier that way because that's what we're talking about. You did hear from Punkin earlier. We've also heard from some members of the public. I'm not going to rehash the whole story, but if you recall, the town in a kind of pilot program put up some signs at the corners of Washington and side streets that said more shops with an arrow. And it listed the names of those shops. They weren't frou frou. They weren't designed to be graphically appealing. It was just some information that says, hey, there are shops down here. They were also, I will be fully honest, they were cheap signs. We bought them quickly and tried to deploy them quickly, and we didn't know what this long-term project was going to be, but ultimately it was just not received well and kind of didn't go over so well throughout that time period. So, the town took those away. That's what Mr. Armfield, I think, was referencing earlier in his public comments about the black and white signs that said more shops. But we've heard from businesses throughout town that are located on the side streets or on Federal Street specifically, who have indicated that when there are sandwich board signs at the intersections, pedestrians do notice them, and it seems to increase the traffic

down the side streets. We hear this a lot from those that are on Madison Street. And so, the question from them as business owners was, what can they do to put additional signage at the intersection of Washington Street? The challenge with that is if you open it up for one, then all of a sudden, you're getting three or 4 or 5. It creates clutter accessibility issues and just isn't great for the town at all. So, the question for Council tonight is in discussing with those businesses and discussing with EDAC the town potentially trying another pilot project where we make higher quality better designed and longer lasting signage. Similar idea where it says more shops with an arrow but more evergreen, where we're not listing the names of businesses. So, if they're changing locations, it doesn't require us to keep erasing and rewriting. We do a style of design that I think Ms. Lee was correct and needs to have a little bit of correlation to our overall banners and other visuals that might be wayfinding, all kinds of things like that. And but this would be a town run program I think is important if we're going to be looking at doing this, that we control the design so that it's consistent and that it's applied appropriately through all places of town. And as a pilot project, we would suggest, perhaps, that we take responsibility for replacing and removing these signs each day, put them up in the morning and then remove them at the evening. So, they're not staying up all hours of the night. But then potentially long term, we could work with businesses to have them responsible for putting them up and taking them down for each street. So, absent if Council is not open to this idea, we would leave things as it is today. I mean, we've looked at other options for enhancing the pedestrian wayfinding on the poles that we have. The challenge with that is those are more permanent type solutions that require a lot of adherence to VDOT standards of height and location, even what you can say or put on those. And so, we have an approved wayfinding program from VDOT, and varying from that approved program would require us to go back to them for revisions to that approval. So, a more temporary type sign like this that we're discussing would allow us to consider those as non-obstructive and temporary signage in that way. So, I'm going to stop here, and we can talk maybe about the sandwich boards before we go into the other discussion point.

Bridge Littleton: Darlene.

Darlene Kirk: Who do you propose is going to run out there in the morning and put them out and then pick them up in the evening from staff?

Danny Davis: Correct. So, we are already unlocking the restrooms every day and locking them back every evening. So, Timmy typically unlocks them in the morning, and the police lock them up at night.

Darlene Kirk: Police aren't going to be putting up the sandwich signs.

Danny Davis: Where we can have a discussion about how we do that. One option is that one option is we hire someone to do that for us. I mean, there are a few different ways we could approach that.

Bridge Littleton: What other questions? Chris.

Chris Bernard: Yeah, this has gone around and around a bunch of times, and I just want to make sure that as we're talking about it, we're drawing a distinction between wayfinding and drawing people's attention to different ways that they can move about town and find things that they may want to engage with and advertising. They're very different things. And I think they're in some of these conversations, they get smushed together. So, if we're talking about doing some town run sandwich boards that are town branded, that conform with our wayfinding and the banners that Punkin talked about, that say, hey, look, there's more stuff down the street if you want to check it out. Great. But I think we just need to be very cautious about how deep we get into it.

Bridge Littleton: Kevin.

J. Kevin Daly: I like the idea of the pilot program. One of the things I've found with the sandwich boards are great advertisement. It lets people know where to go to the different stores down Madison. But there's a lot of clutter. It's tough to get around those signs when they're competing for a given amount of space on the intersection of Washington and Madison. And someone who's disabled is going to have a difficult time negotiating this obstacle course of sandwich boards.

Danny Davis: And that is why I thank you, Mr. Daly, that we would what we're proposing it's just one sign at the intersection, and we would ensure it's placed in a location that it's not impeding pedestrian accessibility or the Ada ramps at that intersection. So, each location has to be very clearly identified where it can be placed without causing impedance to those who might be trying to get down there. There may be some intersections where we can't place a sign, and that's just because there's not space. So, that takes a kind of location-by-location effort on our part to make sure that we are respecting the ability of people to walk safely.

Cindy Pearson: Can you just I think it's good the pilot program too, but bring us back something that you are working on or the ideas so we can see what they are?

Danny Davis: If Council wants to get involved in the design of it.

Cindy Pearson: Oh, maybe not. No thank you. That's quite. I didn't mean that. [laughter]

J. Kevin Daly: Perhaps have a committee.

Bridge Littleton: So, Cindy, if you could have a design committee, we'll get you in with some artists.

Cindy Pearson: No, no.

Chris Bernard: If we see it and we hate it.

Danny Davis: If you see it and you hate it, I will take the heat.

Chris Bernard: Well, it just won't get renewed.

Cindy Pearson: Sounds good.

Bridge Littleton: I mean, figure out what you want it to look like and then just send it to us.

Danny Davis: No, I'm not going to surprise you. I'm not going to surprise you guys. Though I will say Mr. Moore had a very creative idea.

Cindy Pearson: Yeah.

Bridge Littleton: Pam, did you have anything? Okay. Yeah. So, just a couple things. I have had to deal with this an exhausting amount of time, and Chris, to a lesser degree, but it's unbelievable. My \$0.02. I do not think it will ever work having the businesses manage it. I mean, that is just an unreasonable expectation. They will have to leave to go get their kid. They will have to do whatever, you know, it's so and so's day to pick it up on Wednesday. But they decided to close because they went to vacation and forgot to tell somebody. It will just get forgotten. So, if we're going to do a pilot program, let's do it with the eye towards we're always going to be the one managing it, you know? And if it's the cops or whatever, I get it. It's putting in the back of a truck and fine. Second thing, and this rarely comes up, but I think it is very important to be noted there is a stakeholder group that we continue to forget about, and that's the residents. The residents, by an overwhelming majority, hate them. They think they look tacky, and they think they clutter the streets. And it's something we've never really had before. I mean, someone had it signed in front of their store that's one thing but on the corners, right? So, there needs concerns, thoughts and input that need to be considered as well. I would be very interested to see, you know, like Madison and Washington. Right. All four corners could accommodate a sign. My opinion and it's an opinion. We should not put a sign on all four corners. You know, we should have one on a corner that points to the south and one on the catty corner pointing north. Because if all we're saying is more shops and dining, you only need to see it once. You don't need to see it twice. So, that also makes the maintenance a lot less. That makes the pickup and take down a lot less. That makes the access, you know, the access issues have, you know, they'll get blown over and things like that. So, I would like to see how we consider that because again, I don't like the idea of 16 sandwich boards on the four major, you know, commerce corners that have to be managed every single day. So, you know, again, just something I

think we should figure out how to make that work. And real quick, you can rotate them right on Saturday. It's on east and on Sunday it's on west. I mean, that's totally fine. But like, again, you know, I don't think we need a sign on every single corner.

Chris Bernard: Yeah. Just give consideration as you're thinking about how to implement this is who's doing it, who's going to be doing it long term. And how does that work? And if it grows right, if it expands to different, you know, Federal Street whatever. But also like the problem that has been presented to us is people are walking down the street and they're choosing not to turn down the street. So, I don't know why. I mean, someone has to choose to do that. So, it's kind of not an argument. But as you're walking down the street, think about, okay, like what is the place on this four corners, that is the most effective, that is going to send people to where they need to go? Because I agree, it doesn't need to be all four.

Bridge Littleton: Okay. Is that helpful?

Danny Davis: That works. Thank you. The second item in this memo is bringing forward a concern we've heard from some Council Members, from many people in the community about the state of vacant storefronts in town. There are some storefronts that have been vacant for an extended period. We have been trying to take the steps that we have authority under our various ordinances to address issues as we can. But our options in some cases are quite limited. And so, someone approached the town. There have been a number of people who have raised concerns, but one person brought forward a potential solution to say whether the town should run a town program that would create town-controlled design. I'll put it that way that could be put up by a property owner on their vacant storefront until such time as they lease or get close to leasing. I haven't proposed very specifics here, because what I want to hear from Council is, hey, do you think what we see in town with either brown butcher paper or just staring into the vacant abyss of stores for a period of time, is that an issue that we should try to address? And if so, is that something that you believe the town should have a role in doing, such as creating some kind of window covering, if you will, that's appropriately designed, that reflects the character of Middleburg, but would allow the visual to be much more in keeping with our Historic District and not, again, staring at a broom that hasn't moved for two years, or brown paper that's falling down or you know, held up by blue painter's tape. So, the question is, do you have interest potentially in us pursuing a variety of options? And if so, I can bring that back to the next meeting or two.

Darlene Kirk: Again. How are you going to control it? I mean, that's what you've got to because maybe they put brown paper up for a week or two, but then you've got somebody across the street that's had it up for two years. So, and then who's going to be the controller who says I need, you to have this in there. I it just seems to be creating work. I mean, it does look crappy when you're walking down the main street and you've got all these buildings that are empty with the paper up, but I'm not sure it's something that the town really needs to get into the middle of it.

Danny Davis: Yeah. I appreciate two good points that you've made there. One is the input from Monday was, you know, if it's a short term, you know, interim, they're under renovation for two weeks or two months that's really not the concern that we have. It's those that have an extended period of time that have just been continually left in that state. The second would be it would require the cooperation of the property owner. We can't force it. We can't require it. But the idea would be we could make a resource available to them that at essentially no structural, you know, change to their building would allow be able to provide them basically just hand them something that could be placed in their window and allows the visual to be different than what we're seeing today.

Chris Bernard: I think you've kind of already made the point if we can't really force the property owners to do anything, I think it's going to be really tricky to manage this, like Darlene said. And, you know, maybe, there's something that's the HCRC could do as far as you know, because they have a sign ordinance or whatever, they could say, look, if your building is vacant, then X, Y, or Z has to happen, but we've got to put it on them. And maybe because it's a small town and there's not that many property owners it's just incumbent on us to be more proactive about calling them and saying, like, guys, this is embarrassing. You need to fix it, and you need to want to fix it otherwise, what are we doing? So, that's just my \$0.02.

Bridge Littleton: Okay. Darlene.

Darlene Kirk: How about I mean, I like with the Safeway does and let the kids come down and draw on the windows, you know, seasonally. Maybe that's something that you could offer up rather than pictures.

Danny Davis: Right. So, the idea would be similar to that where we could create something that's placed on the window. But I think the idea is if the town's going to get involved, it will be town designed and managed and would be standard across the board. So, you would get the same one on East Washington that you get on West Washington not and I don't want to get in the boat of liability of having a child go in a vacant store.

Chris Bernard: But even if you're just talking about like, okay, we're going to give them like wrapping paper that has like the Middleburg logo on it so that it looks nice, but when it starts falling down, everyone's going to go to us and go, what's wrong with you? Yeah, because then we can't control it.

Darlene Kirk: It's going to look the same. I mean, that's going to be just as bad as having the brown paper there. It's the same.

Bridge Littleton: Chris said they just the building owner just has to care. So. Okay, hang on. Pam.

Pam Curran: You know, I think other than speeding, it's the number one thing I hear is just how good the town looks, except these particular storefronts and they've broken glass and a broom that hasn't been moved in two years. I'd love us to do something, because it really does matter to our residents what it looks like. So, I'm not sure what it is, but I'd love us to do something.

Bridge Littleton: I mean, let's just boil it down to what we're actually talking about. We are taking our money and subsidizing people who don't want to do something to take care of their own building. We're asking for our tax dollars to pay subsidies for someone who is a bad owner. I just don't. Well, yeah, but what we're telling the signal it sends is that you don't have to do the right things by your building or your community, and we'll pay. We'll take care of it. But the people who do the right thing and try to take care of it and spend the money, sorry, you get nothing from the town. I just and again, I get it. It's it might only be \$500, right? But actually, that's the point. If somebody owns a \$3 million building, \$500, they don't care. It's not a big lift, right? It's not a big lift. Right? I mean, and I think Darlene brings up a really good point. Okay. What if it starts falling down after six months? We're going to pay for it again. I mean that it's not so much about the money for me. It's we've got bad landlords and we're saying, don't you worry about doing the right thing. We'll do the right. We'll do it for you. That's what I just don't feel comfortable about.

J. Kevin Daly: And I agree with that. Is there any way to incentivize whether it's negative or positive, these landlords that basically don't give a shindol about the appearance of their building that is falling apart, or as still has the cinders of burnt offerings, and it's in the middle of our town. It is a detriment to all of the towns.

Will Moore: So, there are there are certain things we can do with the ordinances we have now in the code. In particular the dangerous structures enforcement. But it has to rise to that level. So, this isn't I think it's clear we're talking about one particular property there. But I think globally, what Danny's presenting is not just about that one particular property. It's about some other storefronts that just happen to be vacant. Some of those for shorter term, some of those for longer term, but don't necessarily share those same aspects of deterioration of the building. So, but with that one particular property, there are some steps that are in the initial enforcement kind of mechanism is starting to gear up and.

Danny Davis: And beyond that code of Virginia limits our ability to do additional negative incentives for those properties. And frankly, I'm not really sure about any positive incentives to encourage, you know, improvement to it. But there's only so much that we have the authority to do specific to it just looking bad, right? When it gets to a level of dangerous structures, when it gets to a level of certain other aspects, that's different.

Chris Bernard: So, because we're so limited and I mean, we are kind of talking about one building, but then we're also kind of talking about another building, and then there's a whole bunch of other ones. So, like they're all different. Right. Some places are just vacant because someone new bought it and they're renovating. Some are vacant because the person

who was leasing it moved out, and they've already got a lease sign for a new person moving in. I mean, there's so many different scenarios that can happen. I can't imagine that we're going to come up with a simple solution that's going to fix all of them that makes us all feel good. So, again, I think it just needs to be communication. And what that looks like I you know, it could be conversations. It could be memos, it could be letters, whatever. But I think we just need to be a little more proactive on that end. And I'm happy to help with that.

Pam Curran: Well, what I like about what Danny has proposed. I mean, you can't make people care that don't care. And if we don't have any control, I'm not hearing we have any levers to pull. So, basically, we're backing into doing nothing. And I don't know that Danny has the right proposal. You know the exact right thing. But I do like the fact that we're looking at doing something and not trying to make people care, or we don't have any means to make them care. So, that's why I'm just being supportive of something.

Bridge Littleton: All right. So, I think that's clear as mud. No, I mean, this is hard. I mean, it's, you know, if every if every building owner was a responsible building owner, you'd never have these issues. Right. So, Danny, I don't think that gives you any direction. I think generally what I'm hearing is a town funded, town run, town managed program where we would cover their glass with something, whatever there's concerns of how that would be run, how that would be implemented. And just again, for me, it's a fundamental fairness. You're a building owner doing the right thing, you don't get anything, but you're building owner doing the wrong thing, oh, we'll pay for it, and we'll manage it for you. I just again, I just on me it's sending the wrong message. But again. Yeah. No, I hear you. Is there? I mean, Chris has a really good point. There's public pressure, there's MBPA. Right, there is talking to people, right? Neighbors, you know I don't know if there's an insurance player or not. Probably not. Anyway. More thinking hats.

Darlene Kirk: I guess it just seems like the owners are not concerned about having their buildings empty, whether they're getting rent monthly or not. And that's what we. And it's hard to convince somebody who has that much money to have a buy a building to lower their rent so that somebody can move in and.

Chris Bernard: Have someone who's coming in. It's just that interim process is what does it look like?

Bridge Littleton: And I think what you're saying, your idea is if it's somebody who's doing a renovation like Tri County, you wouldn't offer it to them.

Darlene Kirk: Yeah.

Bridge Littleton: Okay. So, how do you make that dividing line? [laughter] I mean, that's the hard part.

Danny Davis: I'm not going to get into that debate about how you divide that line, because we don't have a program. What I'm hearing is I think it's and I'm not throwing this back to you, Mr. Mayor, but I think to have the pressure needed to have a forceful conversation that's elected officials. And we are here to support and help, and we can be in those meetings. We can provide you what you need. But if the next step is conversations, then I think that is a Mayor, Vice Mayor or Councilmember and pressure from the community we will do everything we can. And if it turns out that a business owner or a landlord comes to us and says, hey, I really want to do something with my front window while it's vacant, I just don't know what to do. Great. We'll work, we'll talk, we'll dialog, we'll figure something out. We'll find a way to make it affordable for them.

Bridge Littleton: [off mic]

Danny Davis: Well, that's we have to be careful that's nonprofit based. Oh though, I mean.

Chris Bernard: The same thing.

Danny Davis: Yeah. But we stand here ready to help if people want to look at what are alternatives.

Cindy Pearson: And too, the businesses would probably appreciate you doing that because it's drawing away from their what they've done to their properties. And then you've got this sore thumb in the middle of it. So, it's kind of a balance of anything. But I do kind of maybe if those land or building owners heard that they could get help or ideas of what to do with their windows, that might, I don't know. You don't know. I mean, it's at this point what I think we should do maybe is table this and to think of ideas or talk to neighbors or talk to the other businesses ourselves and see what they suggest.

Bridge Littleton: One and what we can do too, is try to do an outreach to 2 or 3 of these folks, put a pressure on and see if it results in anything, because then also, you know. This stuff is always cyclical, right? It just happens to be at the current moment. We have two that have been long term vacant, but everything else is it's just a turnaround.

Chris Bernard: Yeah 2016-17. It was like oh my gosh every town is empty. Yeah. Well then it was nothing's empty. No one can find a place to get you know. It's. Yeah.

Cindy Pearson: It goes like that always.

Bridge Littleton: Yeah. And if we put something in place, remember, it's not just about the current situation. This is going to be in place for the next 20 years, whatever it is. Right? So, All right, we'll try that first. See if it accomplishes anything. And if not, then we can bring this conversation back. Okay. What else?

Danny Davis: 250.

Bridge Littleton: 250, what? Oh, right. So, God, this is like a month I was overseas. So, the what is it called?

Pam Curran: 250.

Bridge Littleton: No, the [inaudible] whatever. America's 250th birthday is next year. And while I was only two when it was the bicentennial, I remember when the town had its two-year bicentennial, or 20 had its bicentennial, and in the 80s. Yeah. And we had the town had an activity every single month, and we had the walking guide of history, and we had all that really cool stuff. And the question I've got for Council is, I think it's a really. Well, I think next year's 250th anniversary is a really great opportunity to do two things. Right. Help drive some events and some business and economic development and all that kind of stuff. But also, and I think way more importantly, use it as an opportunity every month to drive some element of civics, citizenship, good government, you know, the way in which we need to participate, citizenry exactly like, you know, and I actually came up with some ideas like, you know one month could be, you know, and each month has a theme, right? And maybe there's something that ties into it economic development wise. But there's also a program that we do around the Constitution, or we have a speaker come in and talk about, you know, the Federalist Papers or whatever it is. Right. And it doesn't have to be specifically the revolution, right? It can be something around like in June, it's Juneteenth and Civil Rights and how that has affected the country, and it changed it for a positive. And there could be 1 or 2 activities or thoughts that we have, but something every single month. And, you know, obviously the 4th of July would be the big one, right? And something really spectacular than just our normal 4th of July. But if we want to do that, you know, and come up with some ideas and partner with the schools and things like that, we want to start thinking about it now and get some themes and ideas, and some months might be light. July would be hugely heavy and whatnot but is everybody and there'll be some money. But what's everybody think about trying to put something together and really come up with a way that we can market it and do something special, and maybe even have the town logo with, you know, 250 on it, or red, white and blue draped over or whatever. And, you know, make the message go the whole year.

J. Kevin Daly: [off mic] I agree.

Bridge Littleton: All that stuff. Yeah, yeah. All that stuff. Yeah.

Darlene Kirk: Good idea.

Pam Curran: Yeah, I think it's fantastic.

J. Kevin Daly: Yeah. It's only going to happen once.

Darlene Kirk: Yeah.

Bridge Littleton: I mean well that we'll be here for. So, okay, what we'll do then is. Well, no, I won't say subcommittee. I think we'll yeah, we'll talk about and then Ali, you know, we'll talk about what would be some good business development stuff, you know, and in March, maybe there's nothing business development, but it's, you know, a whatever. So, Okay.

Chris Bernard: Middleburg Day but America year. [off mic]

Bridge Littleton: Yeah. There you go. All right we'll start putting something together and think about it. Yeah. All right. Cool. I think that was it. Unless anybody had any other items. [off mic] All right.

Danny Davis: Mr. Mayor.

Bridge Littleton: Yes.

Danny Davis: Could I just make two quick announcements? The first is I just want to recognize Ali for being named 40 under 40. If we hadn't noticed. If we hadn't stated that before. [applause]

Bridge Littleton: Did we see the driver's license? Okay. Okay.

Danny Davis: And the other item, if it's okay, is I'd like to just congratulate Chief Jones. He has put in extreme work and effort and just completed his bachelor's degree. [applause]

Danny Davis: And so, want to celebrate that accomplishment and really give him kudos for a lot of hard work towards that.

Shaun Jones: Thank you.

Bridge Littleton: You know, Shaun, I was always curious when you were going to get done with your Bachelor of Electrical Engineering. Well done. [laughter] [off mic] Okay. Any other information? Items? All right. We'll go to closed session.

Chris Bernard: I move that Council go into closed session as authorized under section 2.2-3711 of the Code of Virginia to discuss one the possible sale of surplus real estate within the town limits, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy. Negotiating strategy of the public body, as allowed under subsection A3, and two appointments to the Middleburg Arts and Community Events Committee, as allowed under subsection A1. I further move that Council thereafter reconvene in open session for action as appropriate.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Off we go.

Chris Bernard: Ali knows because that's a more recent.

Bridge Littleton: Hey, hang on, we're up. Rhonda, are we back?

Rhonda North: You are.

Bridge Littleton: Okay. I asked the Council certified that in the closed session. Just concluded to the best of each member's knowledge. Nothing was discussed except the matter or matters. One specifically identified in the motion to convene the closed session, convening closed session, and to lawfully permitted to be discussed in closed session under the provisions of the Virginia Freedom of Information Act, as cited in the motion. I would like to remind those present for the closed session that any discussions that occur within it should be treated as confidential.

Darlene Kirk: Yes.

Bridge Littleton: Yes.

Chris Bernard: Yes.

Cindy Pearson: Yes.

J. Kevin Daly: Yes.

Pam Curran: Yes.

Bridge Littleton: Hot dog. Anybody making a motion? Cindy.

Cindy Pearson: I [inaudible] move that. [laughter] I will make that motion. And I hope I can pronounce these names. I move the Council, appoint Punkin Lee, Beth O'Quinn and Kathleen Frazer to Middleburg Arts Community Events Committee said terms to expire December 31, 2025. I further move that Council appoint Stephanie Burget, Matt Pavone, Beth Erickson, and Suzi Molak to the Middleburg Arts and Community Events Committee said terms to expire December 31st. Oh, I'll go 2026 instead of what that says. I further move that Council appoints Susan Pollard, JoAnn Bercini, Laurie Salama and Emily Tye to Middleburg Arts, Community and Community Events Committee said. Term to expire December 31, 2027.

J. Kevin Daly: Second.

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

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? No, I'm not going to appoint it now. I'll do my. I'll talk to you guys and figure out who wants to do what. With that, meeting adjourned.