

**TOWN OF ROUND HILL
STRATEGIC PLANNING MEETING
November 5, 2016
9:00 a.m. – 3:00 p.m.**

The Town Council held a Strategic Planning Meeting November 5, 2016 at the Round Hill Arts Center, 35246 Harry Byrd Hwy #170, Round Hill, Virginia.

Town Council Members in Attendance:

Scott Ramsey, Mayor
Mary Anne Graham, Vice Mayor
Janet Heston
Fred Lyne
Mike Minshall

Town Council Members Absent:

Kim Fortunato
Chris Prack

Staff Members in Attendance:

Buster Nicholson, Town Administrator
Melissa Hynes, Town Planner/Zoning Administrator
Kim McGaha, Town Clerk

CALL TO ORDER

The Strategic Planning Meeting was called to order at 9:15 a.m. by Mayor, Scott Ramsey

PLEDGE OF ALLEGIANCE

Vice Mayor, Mary Anne Graham led those present in the Pledge of Allegiance.

IN RE: OPENING PRESENTATION WITH GOALS OF MEETING

Mayor Ramsey opened the meeting explaining to council the purpose of the Strategic Planning Meeting. Mayor Ramsey stated to the council there are too many projects going on at the present time with some projects not having completion dates. Council needs to set priorities and need to focus on those projects agreed upon. Also need to decide most important work items, budget priorities and realistic objectives. The output from the meeting will be a staff produced work plan which will be reviewed at the January Town Council Meeting. The work plan will not be written in stone.

Mayor Ramsey stated to council that the town was in good financial health, the councils ability to execute many projects simultaneously is limited-starting is always more interesting than finishing, volunteerism is down noticeably over past decade, residents have less time to give to community initiatives and finding candidates for elected and appointed positions is harder.

Mayor Ramsey would like council members to take more charge on projects & staff should step back. Mayor mentioned staff may feel uneasy asking for help from council so council needs to step up and volunteer to take on a project. Also council should be focusing on laws & legislative items not so much on the little things.

IN RE: REVIEW SURVEY RESULTS OF TOWN COUNCIL PRIORITIES

Town Planner & Zoning Administrator Melissa Hynes went over the results from the survey that the council completed before the Strategic Planning Meeting. There were 67 questions that council was to rate from 1 to 5 on the survey. One (1) being least important to five (5) being most important. The survey list was compiled of active, proposed, and recently discussed projects. The projects ranged from Utilities, Parks/Sidewalks, Community and Economic Development & Government/Revenue. Council & staff discussed items on survey. Some in more detail than others. The survey was done to help focus discussion and to get council members thinking about these projects before today's meeting.

The 67 priorities are:

Utility Capital Projects

Southern Water Tank
Well Acquisition
Yatton Loop/Well 12
Well 22A Filtering
Well Development
Replacing Evening Star WTP
Pipe Well 719 to a WTP
Water Softening
Interconnection w/Purcellville

Activity

Active—Currently being worked by staff
Active—Currently being worked by staff
Planned-Approved by TC on back burner
Planned-Approved by TC on back burner
Proposed-Discussed but not assigned
Proposed-Discussed but not assigned
Proposed-Discussed but not assigned
Rejected-Previously considered but rejected
Rejected-Previously considered but rejected

Utility Non-Capital Projects

Evening Star Tank Painting
Update Water/Sewer Ordinance
Beautification/Signage
Large Reservoir
Reduce water rates
Reduce out-of-town multiplier
Loudoun Water Study

Activity

Active—Currently being worked by staff
Active—Currently being worked by staff
Planned-Approved by TC on back burner
Planned-Approved by TC on back burner
Proposed-Discussed but not assigned
Rejected-Previously considered but rejected
Rejected-Previously considered but rejected

Parks/Trails Capital Projects

Main Street Phase One
Sleeter Lake Park
Franklin Park Trail
Creekside Park
New Round Hill Fire Department
Main Street Phase Two
Main Street Phase Three
Woodgrove Road Sidewalk Extension
Streetlights/Streetscapes Upgrade

Activity

Active-Currently being worked on by staff
Active-Currently being worked on by staff
Active-Currently being worked on by staff
Planned-Approved by TC on back burner
Planned-Approved by TC on back burner
Proposed-Discussed but not assigned
Proposed-Discussed but not assigned
Proposed-Discussed but not assigned
Proposed-Discussed but not assigned

Trail to High High Country Stores
Town Park Lot
Other Stormwater Upgrades
Commuter Lot
Community Center
Sidewalk to Sheriff's Substation

Proposed-Discussed but not assigned
Proposed-Discussed but not assigned

Parks/Trails Non-Capital

Sidewalk Maintenance
Maintenance of Active Town Properties
Maintenance Plan for Inactive Town
Properties/Full-time Public Works Position
Town Park Memorial Pavers
Upgrades to Town Park
Town Beautification

Activity

Active-Currently being worked on by staff
Active-Currently being worked on by staff

Proposed-Discussed but not assigned
Proposed-Discussed but not assigned
Proposed- Discussed but not assigned
Proposed- Discussed but not assigned

Community/Economics Development

Adopt Comprehensive Plan
Improve Hometown Festival
Accessory Dwellings/Short Term Rentals
Promote Senior/Assisted Living
New Town Events
Promote Round Hill History
Protect Round Hill Historical Assets
Adopt Historic District Ordinance
Adopt Blight Ordinance
Eastern Commercial District
Economic Development Initiatives
Non-conforming Commercial Properties
Revise Parking Ordinances
Ban Truck Traffic on Main Street
Appalachian Trail Community
Tree City USA
Sister City Initiative's

Activity

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Proposed-Discussed but not assigned
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Improving Government/Revenue

Records Management
Improve HOA/Town Relations
Improve Town Website
Improve Social Media Presence and
Other Communications
Improve Staff-TC Communications
New Revenue/Lower Property Tax Via
More Grant Funding
New Revenue/Lower Property Taxes Via
More Leases/Sales
New Revenue/Lower Property Taxes Via
Other Taxes and Fees
Recodification of Town Ordinances
Modernize or Revise Town Charter
Modernize Town Code

Activity

Active-Currently being worked on by staff
Active-Currently being worked on by staff
Active-Currently being worked on by staff

Active-Currently being worked on by staff
Active-Currently being worked on by staff

Active-Currently being worked on by staff

Active-Currently being worked on by staff

Proposed-Discussed but not assigned
Proposed-Discussed but not assigned
Proposed-Discussed but not assigned
Proposed-Discussed but not assigned

Code of Ethics for Town Council
Council and PC Training
Boundary Line Adjustment (BLA)

Proposed-Discussed but not assigned
Proposed-Discussed but not assigned
Proposed-Discussed but not assigned

There were some items that had little or no support from council to move forward with and then there were some that did have support which lead into the Top Priorities Exercise Town Planner/Zoning Administrator Melissa Hynes had council do.

TOP PRIORITIES EXERCISE

Town Planner/Zoning Administrator Melissa Hynes had council members do a sticker exercise to see what their top priorities were with the projects they covered. This exercise consisted of placing stickers by a category and whichever category had the most stickers this would be top priority. Ms. Hynes is to get the typed list to council to review at January 2017 Town Council meeting which will become the Town's Action Plan.

COUNCIL COMMENTS

Council thanked staff for putting together the meeting and all the work that went into it. Council also thought that the meeting was a success and would be doing a Strategic Planning Meeting every fall.

MEETING ADJOURNMENT

Meeting was adjourned at 3:00 pm by Mayor Ramsey.

Respectfully submitted,

Scott T. Ramsey, Mayor

Kimberly E. McGaha, Town Clerk