

**ROUND HILL TOWN COUNCIL
STRATEGIC PLANNING MEETING MINUTES
November 3, 2021**

The Round Hill Town Council conducted its Annual Strategic Planning Meeting on Wednesday, November 3, 2021 at 6:30 p.m. The meeting was held at the Town Office, 23 Main Street, Round Hill. The option to participate remotely was made available using information provided on the agenda.

Council Members Present

Scott T. Ramsey, Mayor
Mary Anne Graham, Vice-Mayor
Jesse Howe
Michael Hummel (participated remotely)
Paula James

Council Members Absent

Melissa Hoffmann

Staff Members Present

Melissa Hynes, Town Administrator/Zoning Administrator
Danielle Albright, Town Planner
Marty Feltner, Utility Supervisor (participated remotely)
Sue Holland, Town Treasurer
Robert Lohr, Town Project Specialist
Harriet West, Town Clerk

Others Present

Sean Lloyd, Councilperson-elect

CALL TO ORDER

Mayor Ramsey called the meeting to order at 6:42 p.m.

ROLL CALL

Mayor Ramsey noted that Councilpersons Howe and James, Vice-Mayor Graham, and himself were physically present, constituting a quorum. Councilperson Hummel participated remotely. Mayor Ramsey welcomed Sean Lloyd as the newly elected Councilperson.

PLEDGE OF ALLEGIANCE

Vice-Mayor Graham led the Pledge of Allegiance.

OPENING PRESENTATION WITH GOALS OF MEETING

Mayor Ramsey reviewed the purpose of the Strategic Planning Workshop, which is to set priorities for the Town's projects and to provide direction to Staff. These priorities will be reflected in the budget and the Strategic Action Plan.

The Mayor discussed the State of the Town and noted the following:

- The Town is in excellent financial health.
- The Town Administrator has done an excellent job of establishing a positive work culture which has led to a strong workforce.
- The Town's ability to execute many projects simultaneously is limited.
- Volunteerism is down and finding candidates for elected and appointed positions is difficult; his preferred solution is to increase the eligible population through the Boundary Line Adjustment (BLA) process.

Mayor Ramsey reviewed the list of projects the Town is already fully committed to 1) Main Street Phase One/Franklin Park Trail, 2) Acquisition of Well D/Evening Star Plant Rebuild, 3) Southern Water Tank/Evening Star Tank Repainting, 4) Sleeter Lake Park Phase Two, 5) Town Office Renovations, and 6) Continued Support of the Round Hill Outdoors Committee and Hometown Festival.

OPENING TOWN COUNCIL COMMENTS

The Councilmembers were asked to discuss their interests and priorities:

- Councilperson-Elect Lloyd said he has lived in Town for 18 years and he has been involved in other Town activities; his focus has been on things that help create community, such as the Outdoors Committee and the Appalachian Trail Festival.
- Councilperson James said she has lived in Town for 32 years and felt it was time for her to get more involved in the Town and to understand the process.
- Vice-Mayor Graham said she has lived here for more than 40 years and that she has seen changes in the Town; most of which have been positive, such as the development of the lake and water sources.
- Councilperson Howe said his interests include trees, the park projects, and anything that would help small businesses.
- Councilperson Hummel said he has been serving on the Planning Commission and Town Council for a long time and he enjoys working with this group. He noted that Councilperson-Elect Lloyd will be a great addition to the Council.
- Mayor Ramsey said he originally joined the Town Council because he wanted to have a role in making the Town a great place for his children. He has stayed involved to help provide a responsive government that is focused on the mission of the Town. He noted that if you make the Town a good place to work, you attract good people, likewise for the Council. He enjoys being part of the team and hopes that the other Councilmembers get

the same sense of satisfaction. The goal is to work together and have a positive environment; this meeting is to help ensure that the Council goals and Staff goals are aligned.

REVIEW FY 2022 TOWN COUNCIL PRIORITIES

Ms. Hynes updated the Council on the following priorities included in the Strategic Action Plan adopted in November 2020:

1. Main Street Phase One (Greenway – Downtown)

- Current schedule shows March 2022 for completion

2. Well D and the Evening Star Plant Renovation

- The official offer package was submitted to Round Hill Home Owners Association (RHOA) on October 22, 2021.

3. Southern Water Tank (and the Evening Star Tank Repainting)

- The current timeline is as follows:
 - a. September 2021 – Survey work completed, allowing Staff to finalize site plans and submit to Loudoun County.
 - b. October 2021-February 2022 – County land permitting (reviews and comment responses).
 - c. October 2021-February 2022 – Concurrent completion of environmental review, and public hearing.
 - d. March 2022-May 2022 – Bid and award of construction contract.
 - e. June 2022-September 2023 – Construction period.

4. Sleeter Lake Park - Phase Two

- Staff submitted FY2023 funding request to the County.
- Staff is working with the County on the Rezoning/Master Plan.
- The County is preparing to hire an engineer for the Stone House.

5. Town Office Upgrades & Updates

- Staff is getting quotes for painting the Town Office.
- Staff is asking for a cost estimate/review of the proposal for the Town Office exterior work (siding, insulation, and windows).

6. Utility Administrative Offices Building

- This is included in the Rezoning/Master Plan project with the County (Sleeter Lake Park).

7. Main Street Phase Two (Greenway – South)

- Staff has asked Stantec for a task order to prepare the plan for the next phase so that the Town can prepare a Request for Proposals to hire an engineering firm to design the entire project.

8. Large Reservoir

- Staff received approval from the Council to move forward on the public hearing for the sale of the property.

9. Town Expansion/BLA

- Long Term BLA – Staff is looking for a consultant to complete the RHOA BLA Study.
- Short Term BLA – Staff is working to notify all of the properties on the BLA list and to obtain formal letters of support.

10. Improvements to Pedestrian Tunnel

- The Town is on a schedule for electric installation in December, but a Virginia Department of Transportation clearance letter is required first. Staff is working on that requirement this month.

11. Town Parking Study

- The Planning Commission has completed its report. The Planning Commission will move forward on a recommended Zoning and Land Development Ordinance Amendment, while the Town Council will consider the other items in the study.

12. Modernize Town Code and Move to Online Platform

- Staff has begun the process of working with the contractor, Municode, on the documents that will be included in the conversion to an online platform.

13. Stoneleigh Water & Sewer System Resiliency

- Improvements that have occurred in the last year or will be implemented soon:
 - a. The Town installed a new "inserta-valve" at the water tank in August 2020.
 - b. In May 2021, the Town hired Bowman Consulting to develop an Asset Management System including a new comprehensive preventive maintenance schedule.
 - c. The Town hired Wachs Water Services to exercise all 90 water valves.
 - d. Staff installed new generators at the Stoneleigh wells.
 - e. Staff has completed some repairs at the wells; funds have been set aside to do a more comprehensive well rehab program in the next year.
 - f. Wachs Water Services will exercise all of the fire hydrants within the next six months.
 - g. Staff is obtaining quotes for a leak detection company to survey the Stoneleigh system and other parts of Town.

14. Information Technology Modernization

- Staff is working with the Town's Information Technology (IT) consultant to develop a new IT Modernization & Update Plan.

15. County Community Center in Round Hill

- The new project for the Town to work with the County to Master Plan Franklin Park/Sleeter Lake Park will include what indoor facilities are needed in the three-mile mile radius of Round Hill.

REVIEW CURRENT CAPITAL IMPROVEMENT PROJECTS BUDGET

Ms. Hynes provided the Councilmembers with printed copies of budget information for each project, including the history of funding sources.

PRESENTATION AND DISCUSSION OF RESULTS OF FY 2023 TOWN COUNCIL PRIORITIES SURVEY

Ms. Hynes presented the results of the online survey completed by the Councilmembers prior to the meeting. Councilmembers were asked to rate 22 Town projects/initiatives and to suggest ideas for other projects. The following projects were discussed:

Question 1. New Utility Department Offices Building

This long-term project faces zoning district challenges before proceeding. The Town is working with the County to include the building into the County's Master Plan. A discussion ensued regarding the County's timeframe and the need for a two-step process for the boundary line and the Town's projects, including the office building, restroom, and boat-launch.

Question 2. Second Tank in Stoneleigh Neighborhood

This project would reduce pressure on the wells and build resiliency for the water and sewer system. The total cost estimate is \$595,000. Mayor Ramsey noted that the second tank is an augmentation to the existing system. A discussion ensued about the need for a second tank for the main zone being a higher priority.

Question 3. Preventative Maintenance Program

A pilot project is currently underway for Stoneleigh; funding has not yet been approved for the whole system.

Question 4. New Well/Additional Capacity – After Well D

The future demand and supply of water was presented in chart form prepared by the Town's engineer. The chart showed that the Town is nearing its well capacity projections (based on factoring in one well out of service) and that additional well capacity will be needed in the future. Mayor Ramsey noted that Well D will help to increase the Town's water production capacity, but additional wells will be needed and multiple options should be pursued now. Discussion included the timeline for identifying and obtaining a site, zoning approvals, and bringing new wells online, which could take several years.

Question 5. Niels Poulsen Park/Question 9. Two-Acre Civic Lot

Future long-term plans include adding new features to the park, such as a dog park and bandstand. The current budget includes trail repair, landscaping work, and applying for a sunshade grant. One of the survey suggestions is to develop a Master Plan for the park and include the Brentwood Springs Home Owners Association in the process. The two-acre civil lot adjacent to the park will be included in long-term planning.

Question 6. Main Street Phase 2/Question 7. Sleeter Lake Park Trail

Once completed, these projects will form an interconnected trail network; however, there is a 50-foot gap between Lake Ridge Estates and the Bluffs. Following discussion, it was agreed that Councilperson Hummel will reach out to Brookfield Homes about the alignment for the trail connection. It was noted that the RHOA will also need to be involved.

Question 8. Streetlights

The conduit for streetlights bordering the downtown area is being installed as part of the Main Street Project; cost estimates for the actual streetlights are very expensive.

Question 10. Community Center

The Town is continuing to work with the County to establish a community center in Round Hill; potential sites discussed at the Town's Strategic Planning Meeting included the old elementary school and Franklin Park. Mayor Ramsey noted that the Town is not a partner in the County's site-selection process.

Question 11. Upgrades to Loudoun Street Park

The Capital Improvement Plan contains \$80,000 for replacing playground equipment, which is 20-years old. Discussion included encouraging donations toward park upgrades.

Question 12. Boundary Line Adjustment (BLA)

The short-term BLA on the western side of Town is underway. The Town will be conducting a study of the impact of the large BLA for the Villages at the request of the RHOA. Mayor Ramsey noted there may be interest from other communities such as Brentwood Springs and Stoneleigh.

Question 13. Non-conforming Commercial Properties

This would require an amendment to the Zoning Ordinance to provide more flexibility for existing non-conforming commercial properties to enable conversion to new uses.

Question 14. County Enforcement of Violations

This issue focuses on how to identify gaps in enforcement by the Loudoun County Sheriff's Office inside of Town limits, such as parking violations. Discussion included amending Town codes to match the County code. Following further discussion, Mayor Ramsey suggested this question could be dropped from the survey next year since it is no longer a huge issue in Town.

Question 15. Leaf Collection Service

Following discussion, it was agreed that this item would be taken off the list.

Question 16. Modernize Town Code and Move to Online Platform

It was noted that this project is already in the budget and is underway.

Question 17. Develop Town of Round Hill Design Guidelines

This is a goal from the 2017 Comprehensive Plan and would provide guidance for future projects.

Question 18. Economic Development Initiatives/Question 19. Town Public Parking Lot

It was noted that the Town works with the County on specific economic development projects; the Town's approach to economic development has been to address the parking issues based on feedback from downtown businesses.

Question 20. Town Beautification

This is an idea for future consideration and could include projects such as signage, banners, and public art.

Question 21. Improve Hometown Festival

This includes providing additional staff support to supplement volunteers and add new attractions.

Question 22. Meals Tax and Transient Occupancy Tax

The Council created the Meals Tax and Transient Occupancy Tax, but rates are currently set at \$0.00.

Question 23. Expansion of Christmas Decorations

This would build upon the Christmas light success and possibly be expanded to other Town properties.

VOTE ON DRAFT FY 2023 TOWN COUNCIL PRIORITIES

The Councilmembers were then given the opportunity to vote on the FY 2023 Town Council Priorities, which were posted on the wall in the Council Chambers. Each Councilmember was given five green stickers to vote aye and five red stickers to vote nay; more than one sticker could be used for each priority. Councilperson Hummel, attending remotely, abstained from voting.

Mayor Ramsey recapped the Town's existing High Priority projects:

- Main Street Phase 1 (this project will be completed in 2022 and will not carry over to the next Strategic Action Plan).
- Well D
- Southern Water Tank
- Sleeter Lake Phase 2
- Town Office Upgrades
- Preventative Maintenance Program

The Mayor then reviewed the results of the sticker voting:

- New Wells (beyond Well D) received unanimous support.
- Other Priority Projects include the BLA (Short-Term) and the Shared Parking Lot (both received four votes).
- Advocating for the New Community Center (two votes).
- Main Street Project Phase 2 (two votes).

- Upgrades to Loudoun Street Park (two votes).
- Christmas Lights (two votes).
- Second Water Tank for Stoneleigh (two votes).

The following items will be dropped from the survey for next year:

- Streetlights
- County Enforcement of Violations
- Leaf Collection Services
- Meals Tax and Transient Occupancy Tax
- Zoning Amendments
- Town Beautification

FINALIZE FY 2023 TOWN COUNCIL PRIORITIES

Ms. Hynes will use the results of the survey and Strategic Planning Meeting to update the Strategic Action Plan for the Council's approval and to begin budget preparations.

COUNCIL COMMENTS

Councilperson Hummel suggested that Mr. Lloyd be appointed to fill Mr. Don Allen's unexpired term; Ms. Hynes will add this to the December agenda.

MEETING ADJOURNMENT

Mayor Ramsey adjourned the meeting at 9:26 p.m.

Respectfully submitted,

Scott T. Ramsey, Mayor

CERTIFIED



Harriet West, Town Clerk

APPROVED: February 16, 2022