

MIDDLEBURG MEMO



10 W MARSHALL ST. PO BOX 187 MIDDLEBURG, VA 20118-0187 | MIDDLEBURGVA.GOV | (540) 687-5152 | INFO@MIDDLEBURGVA.GOV

Pardon Our Dust...New Construction Starting Soon

The Town of Middleburg is excited to announce that construction will be starting soon on the new Town Hall. This building will combine Administration, Council Chambers, the Police Department, Public Meeting Rooms, Public Restrooms, 47 Parking Spaces, and two Park/Green areas in one complex. The Town is planning a groundbreaking for late January, to be followed by site work starting in early February.



Please note that during construction, access to the parking area for the current Town Office will be restricted. As such, residents needing services are asked to park along Marshall Street and walk into the front door of the Town Office.

The Town will offer services at your vehicle for those who are not able to walk up the front steps into the Town Office. In these circumstances, please call the Town Office at 540-687-5152 and someone will assist you. The Town will place a payment box along the sidewalk of Marshall Street to facilitate easy drop-off of any payments. We also encourage you to use electronic resources available on the Town's website for transactions and payments.

Anticipated Construction Timeline:

- February - June 2022: Site Work, Foundation, and Structure
- July - November 2022: Interior Work and Major Systems
- December 2022: Final Work and Move-In after Christmas 2022
- January - March 2023: Demolish existing Town Office and develop Town Green
- May 2023: Project close-out

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Improving Our Utility System with ARPA Funding

The Town of Middleburg is the recipient of \$865,288 from Congress' American Rescue Plan Act ("ARPA") which is meant to support state and local governments in recovering from the economic impacts of COVID-19. These funds have a number of possible uses, and the Town Council has dedicated a significant portion of the funds for water and sewer system improvements. Some of the projects include:

- Automated meter reading system that allows the Town to have real-time access to meter data, providing more immediate information regarding possible leaks or issues. This project will benefit residents by helping limit the cost of water leaks, as well as helping the Town's system by reducing the amount of lost water due to leaks.
- Water system improvements at the Well 4 Treatment Plant that will reduce the impact of plant operations on the Town's system, thereby limiting the amount of disturbed water in the Town's water mains. This project will provide better operational functionality for the treatment plant and will result in more aesthetically pleasing water to all customers.
- Sewer system improvements to help connect properties still on septic systems to the Town's sanitary sewer mains. This project is the number one priority of the Source Water Protection Team, whose mission is to ensure the protection and safety of our drinking water supply (wells) throughout the Town.

In addition, the Town will be embarking upon an update to the Utility System Master Plan, thus allowing the Town to better identify areas where replacement of infrastructure and improvements to the system will provide the Town with more efficient and consistent operations.

UPCOMING EVENTS

Stay up-to-date with Notify Me® online at middleburgva.gov/alerts.

- **WINTER SIDEWALK SALE:**
February 18-20!
- **Town Council Meetings:**
2nd and 4th Thursday of each month



TOWN OF MIDDLEBURG

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Middleburg, VA 20118-0187
middleburgva.gov (540) 687-5152

MAYOR & TOWN COUNCIL

- | | |
|--------------------------------|------------------------------|
| Trowbridge M. Littleton, Mayor | Philip M. Miller, Vice Mayor |
| Chris W. Bernard | J. Kevin Daly |
| Peter Leonard-Morgan | Darlene Kirk |
| | Morris "Bud" Jacobs |
| | Cindy C. Pearson |

REMINDER: Remove Snow from Sidewalks

Please remember that it is a property owner's or tenant's responsibility to remove snow from sidewalks adjacent to your commercial property or business in Middleburg. We want to keep Middleburg a safe and enjoyable place for our residents and visitors to be able to walk, especially in the days after a snowstorm.

Snow on sidewalks must be removed within 6 hours of the snow stopping, or by noon on the next day if it falls overnight. This is important to keep our community safe!

Failure to follow the Town Code may result in a fine. Please visit:

<https://www.middleburgva.gov/code> and see Town Code 91-9 for more information.



Christmas Recap - What a Month!

The entire holiday season was an amazing display of community, culture, and fun! From the amazing crowds at the Christmas in Middleburg parades, to the incredibly beautiful storefronts throughout Town, to the lighted Christmas Tree and Town Menorah at the Pink Box... Middleburg was THE place to spend your December.

Special thanks to all the business owners for their amazing decorative skills, and especially to Punkin Lee (MBPA) and Mary Ann Burns (Old Ox Brewery) for coordinating the "Have a Dickens of a Christmas in Middleburg" events. On Saturday, December 18th, hundreds of people enjoyed dickens-themed dancing, caroling, market wares, and performances of "A Christmas Carol." It truly was a magical day - highlighting a magical December in Middleburg.

RENEW YOUR BUSINESS LICENSE

If you own or run a business in the Town of Middleburg, you will be receiving a renewal notice for your business license by early February. If you do not receive a renewal form, please contact us.

Business License renewals are due by March 1st!

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MAKING WAY FOR THE NEW TOWN HALL

The Town has a dedicated section on its website for the Town Hall project. These pages provide information about the history of the project, the need for a new building, the benefits to the community, and the funding mechanisms in place.

Specifically, the Town Council has been advised by the Strategic Finance Committee in the funding of this project. The Strategic Finance Committee reviewed the initial financing of the project and recommended issuing \$8 million in debt at a 2.72% fixed interest rate.

After final completion of construction documents and bidding, the Town received 4 responsive bids, all within 1-2% of each other. The low bid will not exceed \$10.7 Million. The cost of the project has increased due to a number of reasons: COVID-19 impacts, supply chain issues, labor challenges, and competition for major projects in the region.

Our construction management team and partners have all agreed that delaying the project will only increase the cost, as subcontractors are seeing cost increases of 1-2% per month, and there will be a large infusion of federal dollars into projects in the coming months and years. We see no scenario where the project cost will reduce in the medium to long term, rather it will continue to escalate.

Due to the increase in cost, the Town Council is seeking input from the Strategic Finance Committee to finance an additional \$2 million for the project costs. Based on the latest analysis, this additional financing is compliant with the Town's financial management and debt policies.

Of importance is that none of the solutions identified to pay for this project require an increase in residential property taxes. The project is being funded through revenues primarily coming from visitors and business activity. Thankfully, the Town has seen a strong economic recovery after the first months of the COVID-19 pandemic, and revenues are trending to their highest levels.

In addition, the Town's Unassigned Fund Balance (cash in the bank) is approximately \$6.7 Million, which is about 200% of annual general fund expenditures. The Town's Fiscal Reserve policy requires the Town hold at least 125% of annual expenditures as a fiscal reserve. So the Town has a healthy fund balance to handle any emergencies, economic stresses, or financial challenges above and beyond the fiscal reserve.

View all the latest information, to include funding recommendations and construction progress, at our website:

www.middleburgva.gov/townhall

You may also reach out to Rhonda North, Project Lead, at north@middleburgva.gov or 540-687-5152 with any questions about the project.

New Online Payment System - Easy as 1-2-3

The Town of Middleburg continues to roll-out its new online payment system through Invoice Cloud. We have seen a nearly 40% adoption rate by our utility customers. It's easy, fast, and free (if you use eCheck)! You can also use credit cards, Venmo, PayPal, Apple Pay, Google Pay, and more (for just a slight convenience charge).

Visit www.middleburgva.gov/payments to see how you can pay your utility bill online.

For businesses, we will be rolling out online Meals Tax payments in the coming months!

InvoiceCloud[®]
Innovating the Customer Experience