



MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Agenda
Thursday, December 14, 2023
Town Office, 10 W. Marshall Street
6:00 PM



- I. Call meeting to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Special Recognition by Mayor and Council
 - IV.A. Council Approval - Resolution of Appreciation - Supervisor Tony Buffington
[121423 - Resolution of Appreciation - Supervisor Tony Buffington.pdf](#)
 - IV.B. Council Approval - Resolution in Memory - DeeDee Hubbard
[121423 - Resolution in Memory - DeeDee Hubbard.pdf](#)
 - IV.C. Council Approval - Resolution of Appreciation - Councilmember Philip Miller
[121423 - Resolution of Appreciation - Philip Miller.pdf](#)
- V. Public Comment
- VI. Public Hearing and Related Action Items
- VII. Public Presentations
 - VII.A. Presentation - FY '23 Comprehensive Financial Audit Report
[2023.12.14 - FY23 Audit and Financial Report.pdf](#)
[Middleburg FY23 Audit Draft Report - Revised 12-1.pdf](#)
- VIII. Staff Reports
 - VIII.A. Utilities Report - November 2023
[Middleburg Utility Report October 2023.pdf](#)
 - VIII.B. November 2023
 - [Monthly Report - November 2023 - Town Clerk .pdf](#)
 - [DirectorofBusinessDevelopment-December 2023.pdf](#)
 - [Treasurer's Report - November 2023.pdf](#)
 - [Deputy Town Manager report 2023_12.pdf](#)
 - [Police - November 2023 Final Town Council Report \(002\).pdf](#)

- VIII.C.** Town Hall Project Report - Town Clerk North
[Town Hall Project Report - 12-14-23 \(with Downey & Scott report\).pdf](#)
- VIII.D.** Special Projects Report - Town Manager Davis
[2023.12.14 Project Status Update.pdf](#)
- IX.** Reports of Town Committees/Council Liaisons (if applicable)
- X.** Consent Agenda
 - X.A.** Council Approval - October 26, 2023 Regular Council Meeting Minutes; November 9, 2023 Regular Meeting Minutes
[10-26-2023 - Regular Council Meeting Minutes.pdf](#)
[11-09-2023 - Regular Council Meeting Minutes.pdf](#)
- XI.** Action Items (Non Public Hearing Related)
 - XI.A.** Council Approval - Request for Additional Funding - Middleburg Charitable Foundation
[2023.12.14 - Middleburg Charitable Foundation Funding Request.pdf](#)
[MCF23_TOMFuding.pdf](#)
[MCF Investment Account.pdf](#)
[MCF Investment Policy.pdf](#)
 - XI.B.** Council Approval - Policy Revisions - Town Grants/Sponsorships
[Memo - Revisions to Grant & Sponsorship Policy - 2023 \(updated 12142023\).pdf](#)
[Resolution - Adoption of Policies Pertaining to Town Grants and Sponsorships.pdf](#)
[Policy - Charitable Donations \(draft - revised 120723\).pdf](#)
[Policy - Infrastructure Grants \(draft - revised 12-07-2023\) .pdf](#)
[Policy - Special Events Grants \(draft - revised 12-07-2023\) .pdf](#)
[Policy - Special Event Sponsorships \(draft - 08292023\) \(no redline\).pdf](#)
 - XI.C.** Council Approval - Bond Release and Reductions - The Residences at Salamander
[Memo - Release and Reductions - The Residences at Salamander Performance Bonds.pdf](#)
[1 - Water and Sewer Improvements.pdf](#)
[2 - Cover letter - private and public reduction requests.pdf](#)
[3 - Private Improvements.pdf](#)
[4 - Public Improvements.pdf](#)
- XII.** Discussion Items
 - XII.A.** Request for Vacation of Right-of-Way - E. Marshall Street - Deputy Town Manager Moore
[2023.12.14 - E Marshall ROW Vacation Request.pdf](#)

XII.B. Resumption of Annual Reports by Town Committees - Mayor Littleton

XII.C. Streetscape Committee - Request for Enhancements to Plantings - Councilmember Pearson

XIII. Information Items

XIV. Closed Session

XIV.A. Legal Advice of Counsel; Appointments to Town Committees; Personnel
[121423 - Closed Session - Consultation with Legal Counsel; Apts to Committees; Personnel.pdf](#)

XV. Adjournment