



**MIDDLEBURG TOWN COUNCIL**  
**Regular Monthly Meeting Agenda**  
**Thursday, January 11, 2024**  
**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. Resolution of Appreciation - Estee LaClare  
[011124 - Resolution of Appreciation - Estee LaClare.pdf](#)
- V. Public Comment
- VI. Organization of Council
  - VI.A. Election of Vice Mayor  
[011124 - Election of Vice Mayor.pdf](#)
  - VI.B. Appointments of Council Representatives to Town boards/commissions/committees - Mayor Littleton
- VII. Public Hearing and Related Action Items
- VIII. Public Presentations
- IX. Staff Reports
  - IX.A. December 2023  
Suggested Action: The Deputy Town Manager, Town Treasurer, Police and Business Development & Community Partnership Director's monthly reports will be distributed on Tuesday.  
[Monthly Report - December 2023 - Town Clerk .pdf](#)  
[January 2024 Town Attorney Report 4863-6100-1114 v.1.pdf](#)
  - IX.B. Town Hall Project Report - Town Clerk North  
[Town Hall Project Report - 01-11-24 \(with Downey & Scott report\).pdf](#)

- X.** Reports of Town Committees/Council Liaisons (if applicable)
- XI.** Consent Agenda
  - XI.A.** Council Approval - December 14, 2023 Regular Meeting Minutes  
[12-14-2023 - Regular Council Meeting Minutes.pdf](#)
- XII.** Action Items (Non Public Hearing Related)
  - XII.A.** Council Approval - Policy Revisions - Town Grants/Sponsorships
    - [Memo - Revisions to Grant & Sponsorship Policy - 2023 \(updated 01042024\).pdf](#)
    - [Resolution - Adoption of Policies Pertaining to Town Grants and Sponsorships.pdf](#)
    - [Policy - Charitable Donations \(draft - revised 010324\).pdf](#)
    - [Policy - Special Events Grants \(draft - revised 01-03-2024\) .pdf](#)
    - [Policy - Infrastructure Grants \(draft - revised 01-03-2024\) .pdf](#)
    - [Policy - Special Event Sponsorships \(draft - 08292023\) \(no redline\).pdf](#)
- XIII.** Discussion Items
  - XIII.A.** 2024 Council Strategic Planning Retreat - Town Manager Davis
    - [2024.01.11 - 2024-2025 Strategic Planning.pdf](#)
    - [2022-2023 STRATEGIC PLAN AND PRIORITIES.pdf](#)
  - XIII.B.** 2024 General Assembly Legislative Updates - Town Manager Davis
    - [2024.01.11 - Legislative Update.pdf](#)
  - XIII.C.** Water Levels in Town Wells - Town Manager Davis
    - [2024.01.11 - Water Levels in Town Wells.pdf](#)
- XIV.** Information Items
- XV.** Closed Session
  - XV.A.** Advice of Legal Counsel; Appointments to Board of Zoning Appeals; Personnel
    - [011124 - Closed Session - Consultation with Legal Counsel; Apts to BZA; Personnel.pdf](#)
- XVI.** Adjournment