



**MIDDLEBURG TOWN COUNCIL**  
**Regular Monthly Meeting Agenda**  
**Thursday, January 25, 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
- V. Public Comment
- VI. Public Hearing and Related Action Items
  - VI.A. Request for Vacation of Right-of-Way - East Marshall Street - Chris & Carolyn Hersh  
Suggested Action: Back-up materials to be distributed on Tuesday
  - VI.B. Acceptance of Bids & Award of Easement for Underground Power Lines - Well 2 (Landmark School Road)  
[2024.01.25 - Public Hearing - Easement for Underground Power Lines.pdf](#)  
[Ordinance - Authorizing Award of Bid - EASEMENT on Landmark School Road.pdf](#)  
[DEV Esmt Doc - Town of Middleburg - WR 10566293.pdf](#)  
[Plat\\_16 - TOWN OF MIDDLEBURG Rev 01-17-2024.pdf](#)
- VII. Public Presentations
  - VII.A. Annual Report - Middleburg Business & Professional Association - Punkin Lee  
[MBPA - Town Social Media Report for Jan 25 2024 HIGH RES.pdf](#)  
[\[EXTERNAL\] MBPA 2023 Events.pdf](#)
- VIII. Staff Reports
  - VIII.A. Utilities Report - December 2023  
[Middleburg Utility Report Nov-Dec 2023.pdf](#)
  - VIII.B. Special Projects Report Update - Deputy Town Manager Moore  
Suggested Action: Back-up materials to be distributed on Tuesday

- IX.** Reports of Town Committees/Council Liaisons (if applicable)
- X.** Consent Agenda
  - X.A.** Council Approval - Declaration of Two Police Vehicles as Surplus Property  
Suggested Action: Back-up materials to be distributed on Tuesday
- XI.** Action Items (Non Public Hearing Related)
  - XI.A.** Council Approval - Town Grants and Sponsorship Policies  
[Memo - Revisions to Grant & Sponsorship Policy - 2023 \(updated 01182024\).pdf](#)  
[Resolution - Adoption of Policies Pertaining to Town Grants and Sponsorships.pdf](#)  
[Policy - Special Event Sponsorships \(draft - 01122024\) .pdf](#)  
[Policy - Special Events Grants \(draft - revised 01-03-2024\) .pdf](#)  
[Policy - Infrastructure Grants \(draft - revised 01-03-2024\) .pdf](#)  
[Policy - Charitable Donations \(draft - revised 010324\).pdf](#)
  - XI.B.** Council Approval - Purchase of Police Vehicle - Chief Jones  
[Veicle Request.pdf](#)  
[MIDDLEBURG NT237034 Vehicle Quote.pdf](#)
- XII.** Discussion Items
  - XII.A.** Recruitment Efforts in Police Department - Town Manager Davis  
[Recruitment Initiatives.pdf](#)
  - XII.B.** Middleburg Day - Business Development & Community Partnerships Director MacIntyre  
Suggested Action: Back-up materials will be distributed on Tuesday
  - XII.C.** EV Charging Station Update - Town Manager Davis  
[2024.01.25 - EV Charging.pdf](#)  
[Beckstrom Quote - Q17897.pdf](#)
  - XII.D.** Citizens Academy - Town Clerk North  
[Memo - Citizens Academy Recommendations - 2024.pdf](#)
  - XII.E.** Letter for Time Capsule - Town Clerk North  
[Memo - Time Capsule - Town Hall Project - 01252024.pdf](#)  
[Letter - Time Capsule - New Town Hall - 2024.pdf](#)
  - XII.F.** 2024 General Assembly Legislative Update - Town Manager Davis  
[2024.01.25 - Legislative Update.pdf](#)  
[2023.01.25 Agenda - Bills to Review.pdf](#)

**XIII.** Information Items

**XIV.** Closed Session

**XIV.A.** Legal Advice of Counsel; Personnel

[012524 - Closed Session - Consultation with Legal Counsel; Personnel.pdf](#)

**XV.** Adjournment