



**MIDDLEBURG TOWN COUNCIL**  
**Regular Monthly Meeting Agenda**  
**Thursday, September 14, 2017**  
**Town Office, 10 W. Marshall Street**  
**6:00 PM**



(total estimated meeting time: 2 hours 1 minute+)

- I.** Call meeting to order
- II.** Pledge of Allegiance
- III.** Public Comment
- IV.** Public Hearing – N/A
- V.** Action Items related to Public Hearings – N/A
- VI.** Special Recognitions by Mayor and Council
- VII.** Public Presentations – Oath of Office – Police Lieutenant and Corporal (target: 5 minutes)
- VIII.** Approval of Minutes – August 10, 2017 Regular Meeting, August 17, 2017 FOIA Training (target: 1 minute)
- IX.** Staff Reports (target: 20 minutes)
  - A.** Utilities Staff
  - B.** Town Administrator
  - C.** Town Clerk
  - D.** Business & Economic Development Director
  - E.** Town Planner & Zoning Administrator
  - F.** Treasurer’s Report
  - G.** Chief of Police
  - H.** Town Attorney
- X.** Reports of Town Committees/Council Liaisons (if applicable)
- XI.** Action Items (non-public hearing related) –
  - A.** Council Approval - Resolution of Appreciation – Middleburg Film Festival (target: 5 minutes)
  - B.** Council Approval - Proclamation – Blood Cancer Awareness Month & Lymphoma Awareness Day (target: 5 minutes)
  - C.** Council Approval – EDAC Recommendation – Middleburg Music Fest-Piano Recital (target: 10 minutes)
- XII.** Discussion Items -
  - A.** Employee Handbook Amendments – Town Clerk North (target: 5 minutes)
  - B.** Christmas in Middleburg Parade – Mayor/Council Float – Town Administrator Semmes (target: 10 minutes)
- XIII.** Information Items
- XIV.** Closed Session – (1) Personnel, (2) Legal Advice and (3) Property Acquisition (target: 1 hour)
- XV.** Adjournment