



Office of the Town Manager  
Frank Cassidy

**Warrenton Town Council**  
Carter Nevill, Mayor  
Roy Francis, Ward 1  
William Semple, Ward 2 Vice Mayor  
Larry Kovalik, Ward 3  
Michele O'Halloran, Ward 4  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

# STAFF REPORT

<b>Council Meeting Date:</b>	May 13 <sup>th</sup> , 2025.
<b>Agenda Title:</b>	Consent Agenda- Meeting Minutes
<b>Requested Action:</b>	Review and consider approval of the Town Council Meeting Minutes
<b>Department / Agency Lead:</b>	Town Clerk
<b>Staff Lead:</b>	Stephen Clough, CMC

## EXECUTIVE SUMMARY

The following draft minutes have been submitted by the Town Clerk for consideration for approval by the Town Council:

Draft August 13<sup>th</sup>, 2024, Regular Town Council meeting.

## BACKGROUND

The Town Council Meeting minutes are created by the Town Clerk for each meeting of the Town Council to summarize the meetings and act as an official record for the proceedings per Warrenton Town Code (Code 1981, § 2-31).

Per Virginia Code § 2.2-3707(i) the meeting minutes will contain the following:

- (a) the date, time, and location of the meeting;
- (b) the members of the public body recorded as present and absent; and
- (c) a summary of the discussion on matters proposed, deliberated, or decided, and a record of any votes taken.

In addition, for electronic communication meetings conducted in accordance with § 2.2-3708.2 or 2.2-3708.3, minutes shall include (1) the identity of the members of the public body who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at one physical location, and (3) the identity of the members of the public body who were not present at the location identified in clause (2) but who monitored such meeting through electronic communication means.

## STAFF RECOMMENDATION

Review and consider approval of the Town Council Meeting Minutes.

### **Service Level/Collaborative Impact**

---

The minutes of the Town Council Meetings help facilitate transparency in Government with records management and availability.

### **Policy Direction/Warrenton Plan 2040**

---

The minutes are an integral part of Plan Warrenton 2040 as they document the steps taken by the Staff and Town Council towards every goal laid out in the Comprehensive plan.

### **Fiscal Impact**

---

No additional impact is expected. Minutes creation is an assigned duty of the Town Clerk and falls within the budget amount for that role.

### **Legal Impact**

---

The Town Council Meeting minutes are the legal record of the proceedings and actions of the Town Council

### **ATTACHMENTS**

---

1. Draft September 7<sup>th</sup>, 2023, Special Town Council meeting.
2. Draft September 12<sup>th</sup>, 2023, Regular Town Council meeting.