



Office of the Town Manager  
Frank Cassidy

# STAFF REPORT

## Warrenton Town Council

Carter Nevill, Mayor  
Heather Sutphin, Ward 1  
William Semple, Ward 2  
Brett Hamby, Ward 3  
James Hartman, Ward 4 Vice Mayor  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

<b>Council Meeting Date:</b>	November 12 <sup>th</sup> , 2024.
<b>Agenda Title:</b>	Consent Agenda- Approval of the Minutes of the Town Council of the Town of Warrenton
<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:

- November 14th, 2024, Regular Town Council meeting
- December 12th, 2024, Regular Town Council meeting V3
- January 9th, 2024, Town Council Regular Meeting
- January 26th, 2024, Town Council Special Meeting
- February 13, 2024, Regular Town Council Meeting
- March 12th, 2024, Regular Town Council Meeting
- April 9th, 2024, Regular Town Council Meeting
- April 24th, 2024, Special Town Council Meeting
- May 14th, 2024, Regular Town Council Meeting
- June 11th, 2204, Regular Town Council Meeting
- July 9th, 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.

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#### **STAFF RECOMMENDATION**

Review and consider approval of the Town Council Meeting Minutes.

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

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

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#### **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.

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#### **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.

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#### **Legal Impact**

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

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#### **ATTACHMENTS**

1. November 14th, 2024, Regular Town Council meeting
  2. December 12th, 2024, Regular Town Council meeting V3
  3. January 9th, 2024, Town Council Regular Meeting
  4. January 26th, 2024, Town Council Special Meeting
  5. February 13, 2024, Regular Town Council Meeting
  6. March 12th, 2024, Regular Town Council Meeting
  7. April 9th, 2024, Regular Town Council Meeting
  8. April 24th, 2024, Special Town Council Meeting
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