



## TOWN COUNCIL REGULAR MEETING

21 Main Street

Saturday, September 07, 2024 at 9:00 AM

### AGENDA

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Possible additions to the agenda and related materials are not set forth herein.

Times set forth are approximate and may be adjusted as necessary.

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#### I. WORKSESSION - 9:00 AM

- A. **Work Sessions:** Informal, informational meetings at which Council may discuss specific topics or receive an in-depth presentation from staff or an outside party on a particular topic. Generally, a Work Session aims to inform Council on a topic and for Councilmembers to give staff or others general direction.
- B. **Closed Sessions:** In certain instances, the Virginia Freedom of Information Act permits the Town Council to hold a meeting where the public is excluded. Any action taken during a closed meeting must be ratified by a vote in a public session of Council. Items brought forth in closed session must be narrowly and specifically defined. Only the item described in the motion to enter closed session may be discussed in closed session. Virginia State Code § 2.2-3711 defines the exemptions permitted by VFOIA including personnel discussions, discussions of accusations or disposition of publicly held real property, consultation with legal counsel, discussion of award of a public contract, or other permitted items.
- C. **Staff Reports:** The Staff Report document is the main document to convey information for agenda items. Staff reports are used in all departments with a common template and can be carried over from the Town Council to the Planning Commission, the Board of Zoning Appeals, and the Architectural Review Board.  
  
This template can be slightly modified to suit the needs of the item being brought forth.
- D. **Agenda Review:** The Town Manager will review the meeting agenda with the Council and discuss any items that need additional information or presentation from staff.

#### II. REGULAR MEETING - 6:30 PM

##### A. INVOCATION.

- a. **Invocation:** Local religious leaders lead meeting attendees in a prayer before the proceedings of the meeting.

## **B. PLEDGE OF ALLEGIANCE.**

- a. **Pledge of Allegiance:** An informal pledge of loyalty to the flag of the United States of America led by the Mayor before the proceedings of a regular meeting. Originating in 1892 and having undergone five rewordings, the 1954 Pledge of Allegiance is read.

## **C. PROCLAMATIONS AND RECOGNITIONS.**

- a. **Proclamations and Recognitions:** The Mayor or Town Council may choose to have a proclamation read at a meeting or at an event of their choosing for recognition of an individual, group of individuals, or organization. Proclamations proclaim a certain thing to be true or honor a specific date range of note. Resolutions resolve or declare intent from the Town Council.

The Town Manager will also review current achievements and accolades received by staff with the Council.

## **D. CITIZEN'S TIME.**

- a. **Citizen's Time:** Individuals may address the Council for up to three minutes on any matter not listed on the agenda at a public hearing. This is their time to address the Council and share what's important to them.

When called to the podium, speakers should state their name and address for the record. Copies of written statements and supporting materials should be given to the Town Clerk for the record. The Mayor will establish the order of speakers and will maintain decorum. Citizen's Time is not designed as a question-and-answer session or a debate.

## **E. APPROVAL OF THE AGENDA.**

- a. **Approval of the Agenda:** Under Robert's Rules the agenda of the meeting must be adopted before items can be considered. The Mayor will seek a motion for the approval of the agenda. Once moved and seconded the motion will be voted on and if adopted the agenda will be set. An additional motion can be made to amend the agenda which would need a second for discussion and a vote.

## **F. PUBLIC HEARINGS.**

- a. **Public Hearings:** Formal proceedings held to hear from the public on a specific topic. All public hearings are advertised prior to the scheduled hearings, and the notices indicate where citizens can obtain information pertinent to matters scheduled for public hearings. Applicants, or

representatives of the applicant, will be allowed to introduce information regarding the matter advertised for public hearing. Public hearings are intended to enable citizens to influence the public decision process based on prior research and discussions with appropriate public officials and to address only those issues pertinent to the matters advertised for public hearing. Public hearings are not question and answer sessions or debates, and all statements should be addressed to the Town Council.

#### **G. CONSENT AGENDA.**

- a. **Consent Agenda:** The consent agenda is used for eligible items and may include routine appropriations, grant applications, reports, contracts, resolutions, ordinances, second readings, and the minutes. The consent agenda is designed for standard items that do not require discussion for approval. If an item is on the Consent Agenda that Council wishes to discuss, a motion may be made to amend the agenda to move it to a more appropriate area for discussion.
- b. **Minutes:** Minutes are the written record of the proceedings of the Town Council. They are provided for review in the Town Council packet. Once voted on, they act as the official record of business for the Town Council.
- c. **Departmental Quarterly Reports:** Reports are run quarterly (every three months) for the Council to show reported data and highlight trends within the data. Quarterly reports are favored over monthly reports to compile greater amounts of data for each department producing such reports, thus providing more accurate reports regarding trends and performance.

#### **H. NEW BUSINESS.**

- a. **New Business:** New topics being brought to Council that require action and further discussion. Items may be brought forth from the work session or from previous discussions with Council.

#### **I. UNFINISHED BUSINESS.**

- a. **Unfinished Business:** Topics that the Council has been briefed on that require action or update and are open again for discussion at the meeting.

#### **J. TOWN ATTORNEY'S REPORT.**

- a. **Town Attorney's Report:** A report given by the Town Attorney updating the Council on legal matters, court proceedings, and general topics of work that the Town Attorney is currently engaged with.

#### **K. TOWN MANAGER'S REPORT.**

- a. **Town Managers Report:** An opportunity to provide an update to the Town Council from the Town Manager. Updates may include upcoming topics for

meetings, upcoming events, employee highlights, or challenges that may be faced by Council in the future.

**L. COUNCILMEMBERS TIME.**

- a. **Councilmembers Time:** This is the Council Member's opportunity to speak and address those gathered at the meeting. This is not designed as a response to Citizen's time and the comments made then. This is a chance to update the Citizens on your views, happenings in your Ward or around Town, and tell the Citizens what is important to each Council Member.

**M.ADJOURNMENT.**

- a. **Adjournment:** The suspension of the regular meeting indefinitely or for resumption at a later time or date.