



Office of the Town Manager
Frank Cassidy

Warrenton Town Council

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

STAFF REPORT

Council Meeting Date:	December 9, 2025
Agenda Title:	Potential Dates for Council Retreat
Requested Action:	For Discussion
Department / Agency Lead:	Town Manager/Human Capital
Staff Lead:	Stephanie Miller, Acting Town Manager Kasey Braun, Human Capital & Risk Management Director

EXECUTIVE SUMMARY

The last Town Council retreat was held on January 26, 2024. Three of the Council seats are now held by new members. Several Council members have expressed interest in a Council retreat in the new year. Staff is seeking to determine if it is the will of Council to conduct a retreat and if so, identify potential dates and goals for the retreat.

BACKGROUND

Council retreats serve to foster collaboration and provide a strategic forum for members to align their goals with the Town's mission, vision, and long-term objectives, thereby ensuring effective oversight and leadership. Council has conducted retreats roughly every two years in the recent past. In January 2024, the Council held a retreat at 18 Court Street. Ms. Jane Dittmar from the Virginia Institute of Government facilitated the meeting and provided recommendations for the Council to implement. Prior to that retreat, the last retreat was held in Fall 2022.

Funding for a Council retreat was removed from the adopted FY26 budget, so an appropriation will be necessary if Council wishes to move forward.

STAFF RECOMMENDATION

Consider the possibility of a retreat in early 2026 and direct staff to identify facilitators and venues for Council consideration.

Service Level/Collaborative Impact

n/a

Policy Direction/Warrenton Plan 2040

n/a

Fiscal Impact

The estimate for a Council retreat is around \$5,000.

Legal Impact

n/a

ATTACHMENTS

n/a