TOWN COUNCIL REGULAR MEETING

21 Main Street

Tuesday, November 10, 2026 at 9:00 AM

AGENDA

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

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

I. WORKSESSION - 9:00 AM

A. **Snow Removal Program Overview**

Staff will provide an overview of the Town's snow removal program in advance of the upcoming winter season. The presentation will include information on ongoing preparations, typical operations, resident expectations, and related Town Code regulations. The presentation is intended to prepare Town Council and the community for the upcoming snow season and answer common questions about the service. No Council action is requested.

Presenter: John Ward, Public Works Director.

B. **45 Winchester Street: Property Maintenance Enforcement History and Proposed Corrective Action**

Staff will provide an overview of the history of property maintenance and building code enforcement at 45 Winchester Street, including complaints, inspections, notices of violation, court proceedings, and efforts to obtain compliance. The presentation will provide background for Town Council's consideration of appropriating funds to correct outstanding violations on the privately owned property. A public hearing is scheduled to be held for the appropriation of funds at the Regular Meeting.

Presenters: Hunter Digges, Building Official, and Rob Walton, Director of Community Development.

C. **Ordinance 2026-14: Town Code Amendment Regarding Commercial Refuse Collection Outside the Historic District.**

Town Council will continue discussion on an amendment to Section 8-21 of the Town Code that would discontinue Town-provided refuse collection for commercial properties outside the Historic District. Staff will present updated information in advance of the Public Hearing which will be continued at the Regular Meeting.

Presenter: Lauren Kruck, Project Manager.

D. **Nonprofit Organization Amusement Device Permit and Inspection Fees**

Staff will present potential policy changes regarding amusement device permit and inspection fees for nonprofit organizations, including options for administrative fee waivers, reimbursements, or reduced fees. Council will be asked to provide direction on whether to pursue amendments to the Town Code or fee schedule to establish a consistent process for qualifying nonprofit organizations.

Presenter: Rob Walton, Community Development Director.

E. **Memorandum of Agreement with Fauquier County for Use of Town Hall**

Staff will present a revised Memorandum of Agreement with Fauquier County providing for continued use of Town Hall at 21 Main Street for County offices and public meetings. The agreement maintains Town ownership and control of the facility and authorizes the Town Manager to execute and administer the agreement on behalf of the Town. This item is placed on the Regular Meeting agenda for consideration by Town Council.

Presenter: Judson Rex, Town Manager.

F. **Revised Operational Use and Management Agreement with NPSC**

Staff will present a revised Operational Use and Management Agreement with the Northern Piedmont Sports Club (NPSC) providing for the continued use of the athletic fields at the Warrenton Sports Complex. The agreement maintains Town ownership and oversight of the Sports Complex and authorizes the Town Manager to execute and administer the agreement on behalf of the Town. Staff is seeking input from the Town Council on the proposed agreement before it is placed on a future Regular Meeting agenda for formal consideration.

Presenter: Kelly Koernig, Parks and Recreation Director.

G. **Retail Cannabis Sales: Zoning Regulations and Potential Town Code Amendments.**

Staff will brief Town Council on changes to Virginia law authorizing adult-use retail cannabis sales beginning July 1, 2027, and discuss potential amendments to the Town Code and Zoning Ordinance to regulate retail cannabis establishments, including applicable zoning requirements and local taxation options. Council will be asked to provide direction on whether to initiate the development of proposed regulations for future consideration.

Presenters: Rob Walton, Director of Community Development, and Heather Jenkins, Zoning Administrator.

H. **Town Council Resolution Regarding Committees**

Town Council will consider a resolution confirming the Council's role in creating Town committees, appointing their members and the Town's representatives to outside bodies, and directing staff support for them, including designation of the Town's representatives to the Town/County Liaison Committee. The resolution is on the Regular Meeting agenda under New Business.

Presenter: Mr. Judson Rex, Town Manager

I. **Discussion of a Proposed Town Council Transportation Committee**

At the request of Councilmember Larry Kovalik, Town Council will discuss the potential establishment of a transportation committee to review and address transportation needs and priorities within the Town of Warrenton.

Presenter: Larry Kovalik, Ward 3 Councilmember.

J. **Finance Committee Update**

Committee Chair, Bill Semple, Ward 2 will provide an update on items discussed at recent Finance Committee Meetings.

Committee Members: Bill Semple, Ward 2 (Chair) and Paul Mooney, At-large. Staff Liaison: Stephanie Miller, Director of Finance

K. **Public Safety Committee Update**

Committee Chair, Michele O'Halloran, Ward 4 will provide an update on items discussed at recent Public Safety Committee Meetings.

Committee Members: Michele O'Halloran, Ward 4 (Chair) and David McGuire, At-large. Staff Liaison: Tim Carter, Police Chief.

L. **Agenda Review**
Staff will provide an overview of the 6:30 p.m. Regular Meeting agenda and provide Town Council an opportunity to raise questions, comments, or requested changes.

Presenter: Judson Rex, Town Manager

M. **Closed Session**

The Town Council will meet in Closed Session to discuss topics allowed under the Virginia Freedom of Information Act.

II. REGULAR MEETING - 6:30 PM

A. INVOCATION.

B. PLEDGE OF ALLEGIANCE.

C. PROCLAMATIONS AND RECOGNITIONS.

D. CITIZEN'S TIME.

E. APPROVAL OF THE AGENDA.

F. PUBLIC HEARINGS.

a. **Ordinance 2026-14: Town Code Amendment Regarding Commercial Refuse Collection Outside the Historic District.**

Town Council will continue discussion on an amendment to Section 8-21 of the Town Code that would discontinue Town-provided refuse collection for commercial properties outside the Historic District. Staff will present updated information in advance of the Public Hearing which will be continued at the Regular Meeting.

Presenter: Lauren Kruck, Project Manager.

b. **A RESOLUTION TO AMEND THE FISCAL YEAR 2027 ADOPTED BUDGET TO APPROPRIATEFUND BALANCE IN THE AMOUNT OF $636,560.00 TO FUND IMPROVEMENTS REQUIRED TO ABATE PROPERTY MAINTENANCE VIOLATIONS ASSOCIATED WITH ENFC-23-73 AT 45 WINCHESTER STREET.** This proposed budget amendment would appropriate fund balance in the amount of $636,560.00 for physical improvements associated with ENFC-23-73 and required to abate property maintenance violations at 45 Winchester Street. Any expenditure or physical work is contingent upon, and shall be undertaken only in accordance with any required court order and other applicable legal process.

c. **FY 2027 Budget Amendment: Appropriation of FY 2026 Carryover Funds.**

Town Council will consider a resolution amending the FY 2027 Adopted Budget to appropriate $34,092,473.01 in unexpended funds carried forward from FY 2026. This annual budget action provides funding authorization to continue ongoing projects and fulfill outstanding purchase order commitments from the prior fiscal year.

Presenters: Stephanie Miller, Director of Finance, and Brooke Campbell, Budget Manager.

G. CONSENT AGENDA.

a. **Approval of Town Council Meeting Minutes**

The Town Council will consider approval of prepared minutes for the December 9th, 2025, Regular Town Council Meeting & December 30th, 2025, Special Town Council Meeting.
Presenter: Stephen Clough, Town Clerk

b. **Consideration of Amusement Device Permit Fee Reimbursement for Warrenton Presbyterian School**

Town Council will consider a resolution authorizing reimbursement of $156.61 in amusement device permit and inspection fees paid by Warrenton Presbyterian School for a bounce house used during its October 2, 2026, First Friday fundraising event. The nonprofit organization has requested reimbursement to help offset event expenses.

Presenter: Rob Walton, Director of Community Development.

H. NEW BUSINESS.

a. **Town Council Resolution Regarding Committees**

Town Council will consider a resolution confirming the Council's role in creating Town committees, appointing their members and the Town's representatives to outside bodies, and directing staff support for them, including designation of the Town's representatives to the Town/County Liaison Committee. The resolution is on the Regular Meeting agenda under New Business.

Presenter: Mr. Judson Rex, Town Manager

b. **Memorandum of Agreement with Fauquier County for Use of Town Hall**

Staff will present a revised Memorandum of Agreement with Fauquier County providing for continued use of Town Hall at 21 Main Street for County offices and public meetings. The agreement maintains Town ownership and control of the facility and authorizes the Town Manager to execute and administer the agreement on behalf of the Town. This item is placed on the Regular Meeting agenda for consideration by Town Council.

Presenter: Judson Rex, Town Manager.

I. UNFINISHED BUSINESS.

a. **Amendments to the Town's Comprehensive Fiscal Policies: CIP Contingency and Budget Adoption Schedule**

Town Council will consider approval of amendments to the Town's Comprehensive Fiscal Policies to establish a Capital Improvement Program (CIP) Contingency Policy governing the use and authorization of capital project contingency funds and to update the budget adoption procedures to align with the FY 2028 budget calendar, which provides for adoption of the annual budget and tax rates at the same Council meeting.

Presenter: Stephanie Miller, Director of Finance.

J. TOWN ATTORNEY'S REPORT.

K. TOWN MANAGER'S REPORT.

a. **Departmental Quarterly Reports**

Departmental Reports on progress, projects, and problems of the Departments

Presenter: Mr. Judson Rex, Town Manager.

b. **Boards and Committee Appointment Upcoming Vacancies**

Mr. Rex will review upcoming vacancies on Town Boards and Committees and the steps being taken to fill them.

Presenter: Mr. Judson Rex, Town Manager.

L. COUNCILMEMBERS TIME.

M. ADJOURNMENT.