



# TOWN COUNCIL – WORK SESSION MEETING

Tuesday, September 03, 2024 at 6:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

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## MINUTES

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### I. CALL TO ORDER

A Work Session of the Mayor and Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 6:00 PM.

Vice Mayor TracyLynn Pater called the meeting to order.

In accordance with Virginia State Code Section 2.2-3708.3(B) and the Town of Haymarket's adopted remote participation policy, Mayor Luersen attended the meeting remotely from his home through electronic communication means due to an illness preventing him from physically attending the meeting.

#### PRESENT

Mayor Ken Luersen – Remote Attendance  
Vice Mayor Tracylynn Pater  
Councilmember Alexander Beyene  
Councilmember Matthew Gallagher  
Councilmember Joe Pasanello  
Councilmember Mary Ramirez  
Councilmember Marchant Schneider

### II. PLEDGE OF ALLEGIANCE

Vice Mayor Pater invited everyone to stand for the Pledge of Allegiance.

### III. AGENDA ITEMS

#### 1. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions on the Monthly Financial Report. He stated that his report at the Regular Monthly Meeting would be more up to date. There were no questions on his report.

#### 2. Outdoor Events Ordinance

Town Manager Emily Kyriazi shared that she received comments from the majority of the Councilmembers on the Ordinance. She shared that she is working on a draft Outdoor Events Ordinance update and will keep the Town Council informed as to the progress. She stated that she is hoping to have a draft document available for Council to review and discuss at the September Work Session. Mrs. Kyriazi gave a preliminary time line on when the ordinance would go to a public hearing and confirmed that all parties directly affected by the ordinance would be notified of the public hearing.

### 3. Military Banner Program Update

Deputy Town Clerk Alexandra Elswick presented additional information on the military banner program. She asked for a directive on the material of the flags. She shared that the company prepares the application. She asked for direction on the draft application she presented in the Council packet. The Council discussed the material and design options presented. A discussion also followed on the application process, payment and replacement of the banner if damaged after the one year warranty period. Ms. Elswick shared that the maintenance supervisor shared that he could hang 42 banners. The discussion continued on the Town bearing the replacement cost if a banner was damaged. A question was asked on the cycle of the banners being hung. Ms. Elswick stated that they would be hung a week before Memorial Day to July 4 and then a week for and after Veteran's Day for a two year period. A question was also asked on how many banners were damaged in a given time period. Town Manager Kyriazi shared that when a third party would hang the banners, they were not as careful as our maintenance supervisor. She stated that now that the Town is hanging the banners, they are hung with more care and less damage has been done. There was a general consensus that the replacement of a damaged banner is something that the Town should bear the cost on. However, the finance liaisons would like to meet and determine which line item would be reflected on the cost of the banner in order to absorb the costs. There was also a consensus of the Council to have the expectations set prior to proceeding with the application process so that every applicant is aware of the procedures and fees associated. There was also a discussion on how many a person could purchase if there is a long line of veterans within the family unit. After the discussion, Councilmember Schneider stated that with objection he directs the Deputy Town Clerk to proceed with the military banner program and the after one year warranty that the Town will bear the cost to replace a damage banner and the finance liaisons would direct staff as to where to pull the funds from.

### 4. Trash Bins Update

Vice Mayor Pater stated that the Town Council was asked to talk to their constituents on whether they would like a larger trash bin. Town Manager Emily Kyriazi stated that she had not heard from any Councilmember and asked if they had brought any updated information that they would like to share. Several Councilmembers gave input that they received from their neighbors. Mrs. Kyriazi asked that the Town Council send the feedback to staff so that they could properly evaluate the responses in order to determine if there is a need for bigger cans. She stated that staff would then contact the contractor to see what the Town's options are so that a final decision could be made by the end of the month.

### 5. GoGov App Updates

Event Coordinator Julia Crofford provided updates on the GoGov app and provide answers to some of the questions that were raised at a previous meeting. Ms. Crofford shared how the contact us option would work and the cost reflected with adding that feature to the app. She also shared the information she received about the apps security certification. Town Manager Emily Kyriazi recommended and asked for permission to proceed with the contact us feature on the app and launch it pre Haymarket Day so that staff could spread that information at the town booth. A discussion continued on the subject.

### 6. Communication Plan Framework: Councilmember Gallagher

Councilmember Gallagher presented the first draft of the Communication plan. He shared that this is a rough version of a framework of types of things the Council needs to be thinking about when establishing an overall communication plan. He shared that he looked at other jurisdictions in the area on their communication plans to come up with a basic draft for Council to build on. He asked Council and staff to review what he has come up with so far and bring

back any feedback so that he can start to formalize it. A short discussion followed on the subject. He stated that he would appreciate any feedback by September 25th so that he can put together another draft for review to be on the September Work Session agenda.

7. Town Center Project RFP and Funding: Councilmember Schneider

Councilmember Schneider stated that in the interest of time, he asked to defer this item to the Regular Monthly meeting following this Work Session. The Town Council deferred this item to the Regular meeting.

8. Park House Demolition RFP: Councilmember Schneider

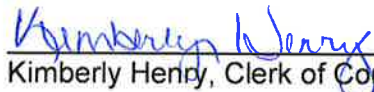
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#### IV. ADJOURNMENT

**With no further discussion items at this meeting, Councilmember Ramirez moved to adjourn with a second by Councilmember Gallagher. The motion carried.**

**Motion made by Councilmember Ramirez, Seconded by Councilmember Gallagher.  
Voting Yea: Councilmember Beyene, Councilmember Gallagher, Councilmember Pasanello,  
Councilmember Ramirez, Councilmember Schneider**

Submitted By:

  
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Kimberly Henry, Clerk of Council

Approved By:

  
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Kenneth Luersen, Mayor

