



TOWN COUNCIL – REGULAR MEETING

Monday, November 04, 2024 at 7:00 PM

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

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

AGENDA

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. INVOCATION: Rev. Sean Rousseau - St. Paul's Episcopal Church

IV. BUSINESS SPOTLIGHT - DUCK DONUTS: Marylee Tuniki, Manager

V. CITIZENS TIME

VI. CONSENT AGENDA

A. Minute Approval

1. Mayor and Council: Work Session – October 28, 2024
2. Mayor and Council: Regular Meeting – November 4, 2024
3. Mayor and Council:

B. Department Reports

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison Report
2. Business Liaison Report
3. Community Relations Liaison Report
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

VII. AGENDA ITEMS

1. Resolution #2024-008: Budget Amendment
2. Town Council Strategic Plan Draft
3. Town Park House Demolition
4. Appointment of Acting Town Manager

VIII. COUNCILMEMBER TIME

1. Vice Mayor Pater

2. Councilmember Beyene
3. Councilmember Pasanello
4. Councilmember Schneider
5. Councilmember Ramirez
6. Councilmember Gallagher
7. Mayor Luersen

IX. ADJOURNMENT



TOWN COUNCIL – WORK SESSION MEETING

Monday, October 28, 2024 at 7:00 PM

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

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

DRAFT MINUTES

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 7 PM.

Mayor Kenneth Luersen called the meeting to order.

PRESENT

Mayor Ken Luersen
Councilmember Alexander Beyene
Councilmember Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez
Councilmember Marchant Schneider

ABSENT

Vice Mayor Tracylynn Pater

II. PLEDGE OF ALLEGIANCE

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

III. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez provided the monthly financial report for October. He gave some updates to the report. There was a question on the status of the old message board trailer. Mr. Gonzalez shared that he will follow up with the Chief to give a report at the next meeting. Mr. Gonzalez also shared that he and the Town Manager will be discussing with the finance liaisons the convention and education line item at their next meeting. He shared that staff will be making a recommendation to Council when where to draw from the budget for the increase. There was a discussion on paying off the debt service.

2. Strategic Planning Discussion

Town Manager Emily Kyriazi gave a brief explanation of the strategic planning workshop session that the Mayor and Town Council had the previous weekend. She shared that they worked on a plan of their goals and objectives for the next 1-3 years. She stated that the Council established action items from the goals that they established. She also shared that they updated their mission and vision. She shared that Dr. Stephanie Davis, a consultant from Virginia Tech, helped navigate the Town Council in drafting the plan that they hope to adopt at their December meeting. Mrs. Kyriazi stated that she received the draft. She stated that once

she reviews it, staff will have the draft distributed for citizen review. She stated that she will proceed with a printed mailer with a cover sheet, putting it on the town's website and social media pages and the GoGov app. Mrs. Kyriazi thanked the Council for coming out to the workshop and stated that she felt it went very well. She provided a schedule of the time line for the plan. She stated that there will be a special citizen comment time on this subject only at the November work session, which was moved to November 18th. She continued by stating that the Town Council would be able to adopt the plan at their December regular monthly meeting on December 2nd.

IV. CLOSED SESSION

1. Closed Session Motion and Certification

Councilmember Pasanello moved that the Haymarket Town Council go into closed session pursuant to Virginia Code 2.2-3711 (A)(29); Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Councilmember Ramirez seconded the motion. The motion carried.

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

Councilmember Pasanello moved that the Haymarket Town Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Councilmember Gallagher seconded the motion. The motion carried by a roll call vote.

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

2. Motion or Directive from Closed Session

Councilmember Pasanello moved that the Haymarket Town Council approve the directive to the staff to proceed as discussed in Closed Session. Councilmember Beyene seconded the motion. Mayor Luersen stated that a motion is not needed as long as all of Council agreed to the directive. There was a consensus of the Town Council for the staff to proceed as directed.

At this time, Councilmember Schneider read into a record a statement he prepared regarding his decision from tonight's closed session. He stated that he does appreciate concessions made during the closed session this evening, he will support the directive however he has overall concerns on method on which the Council came to this decision and meeting the principles of good governance. He stated that decision coming into this overall decision should have considered precedent did not consider alternatives for future needs of the building that could otherwise serve at potentially a lower cost; did not consider significant public/private investments previously made to the structure for anticipation of reuse, and did not consider additional costs of delays for already needed public facilities that can result in a higher cost to

taxpayers. He stated that he would have other comments later about ways that the Council could evaluate future applications.

V. ADJOURNMENT

With no other business before the Town Council, Councilmember Gallagher moved to adjourn with a second by Councilmember Ramirez. The motion carried.

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

DRAFT



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Haymarket Town Council
From: Finance Liaisons
Re: October 2024 Monthly Report

The finance liaison oversight during the month focused on the following:

- Comply with internal control process to review and approve invoices/expenditures and check signing
- Review FY 2025 actuals vs. budget and discuss key areas of interest/concern
- Discuss FY 2024 unaudited actual vs. budget
- Discuss on an as needed basis:
 - Credit Benchmarks and Debt Capacity Analysis
 - Status of RFPs
 - Town Center site plan
 - Engineering/consultant support costs
 - Contracts, leases, agreements
 - Options for use of ARPA funds
 - Council concerns/recommendations raised during work sessions/submitted to staff

Other items/comments that impact finances:

- As we enter the 2nd Quarter of the FY 2025 budget, the Profit & Loss Statement (Income Statement) shows a positive net ordinary income of over \$250K
- The Balance Sheet (a snapshot in time of the town's overall financial position), where Assets = Liabilities and Equity, continues to be strong
- Park sidewalk construction continues to progress well. Finance liaisons, with staff, are reviewing progress and expenses
- Legal expenses are normalizing and will continue to be closely monitored
- Staff looking into whether the town's procurement policy requires updating to include the allowance for sole sourcing of contracts in situations where there is less competition
- Chief working on the disposition of the surplus message board to recover the highest value to the town coffers
- Discussed the potential sources of increased funding for council line item # 111001 for convention & education. Staff will report back on recommended sources and will draft a policy for council review, discussion and adoption that sets up a formal process for council members to follow, setting realistic expectations about funding levels and availability/opportunities for council members

Respectfully,

TracyLynn Pater, Vice Mayor and Joe Pasanello, Council Member

"Everyone's Home Town"
www.townofhaymarket.org



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Council
From: Alexander Beyene, Planning Commission Liaison
Re: Planning Commission Liaison Monthly Report

The Planning Commission meeting on October 8, 2024 included and addressed the following:

- One Mile Review: Heathcote Blvd Market Place SUP
 - Prince William County has received Special Use Permits SUP2024-00033 and SUP2024-00034 for review. The Special Use Permits are focused on pad sites D and E of the Heathcote Boulevard Marketplace project. Pad Site D is a request for use of a motor vehicle station, and Pad Site E is a request to install a drive through lane for a restaurant space in the multitenant structure on site. In both applications there are requests for special exceptions of the dimensional requirements for signage in this district.
 - The Commission recommended sending comments to the County regarding traffic related concerns. Potential adverse traffic conditions on roads near the proposed development and also within the Town (increase in vehicular traffic on Jefferson Street due to the road being used to get to and from the proposed development). Per the TIA, the expected daily trip generation of the proposed development is 6,675.

Respectfully Submitted,

Alexander Beyene



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Memorandum

To: Council
From: Marchant Schneider, Architectural Review Board (ARB) Liaison
Re: ARB Liaison Report / October 2024

At its October 16 meeting, the ARB reviewed and approved sign applications for Monroe Bay Oysterette (15111 Washington Street, Suite 113) and Lifetime Smiles (15234 Washington Street) and roof replacement at 6750 Fayette Street (St. Paul's Church).

The ARB also reviewed demolition requests for structures at 6700, 6710, 6720 Bleight Drive. A site visit is scheduled for the November ARB meeting.

Lastly, the ARB reviewed exterior elevations for new townhome construction on Bleight Drive (Magnolia Crossing). Revised materials are to be reviewed at the November ARB meeting.

Proposed amendments to the Historic Buildings Inventory and ARB Guidelines is ongoing.

Respectfully submitted,

Marchant Schneider
ARB Chair



Town of Haymarket
 15000 Washington Street, #100
 Haymarket, VA 20169
 703-753-2600

Staff Report

To: Honorable Mayor and Town Council
From: Roberto Gonzalez, Town Treasurer
Date: November 04, 2024
Re: Fiscal Year 2024-2025 Budget Amendment

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since the requested amendment does not exceed that amount, a Public Hearing is not required. The Council may adopt the amendment at the November 04, 2024, meeting.

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2024-2025 is to amend the DMV Select Grant revenue line item by increasing funding by \$12,213 due to an additional DMV Grant the Chief of Police was able to obtain with the purpose to purchase equipment that will assist officers continue to work the DMV Select grant shifts. This additional grant is a pass-through to the Police department and would assist in the success of the DMV Select program.

| Revenue Source Line Item | | | | |
|-------------------------------------|------------------------|----------------|------------------|--|
| Line Item | Adopted 2024-25 Budget | Amended Budget | Change | |
| Revenue from Commonwealth: | | | | |
| DMV Select Grant | \$ 15,000 | \$ 27,213 | \$ 12,213 | |
| Expenditure Source Line Item | | | | |
| Line Item | Adopted 2024-25 Budget | Amended Budget | Change | |
| Police Department: | | | | |
| Grant Expenditures | \$ 0 | \$ 12,213 | \$ 12,213 | |

Sample Motion

I move the Haymarket Town Council approve an amendment to the Fiscal Year 2024 - 2025 budget as designated by Resolution #2024-008.

Or

Alternative Motion



RESOLUTION 2024-008

FISCAL YEAR 2024-2025 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council adopted the Fiscal Year 2025 Budget on June 17, 2024, and

WHEREAS, The proposed budget amendment will increase DMV Select Grant revenue line item by \$12,213; and

WHEREAS, The proposed budget amendment will increase expenditure line item 3110049 – Grant Expenditures by \$12,213; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2024-2025 Budget as reflected below:

Budget Amendment for FY2024-2025 Budget

Operational Budget

| | <u>Adopted 2024-25 Budget</u> | <u>Amended Budget</u> | <u>Change</u> |
|----------------------------------|-------------------------------|-----------------------|---------------|
| <u>REVENUE:</u> | | | |
| 3200-165 American Rescue Plan | \$ 15,000 | \$ 27,213 | \$ 12,213 |
| <u>EXPENDITURE:</u> | | | |
| 3110049 Grant Expenditures | \$ 0 | \$ 12,213 | \$ 12,213 |

Done this 04th Day of November 2024

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

Kimberly Henry, Clerk of Council



**Town of Haymarket, Virginia
Draft Strategic Plan
October 2024**

Mission:

The Town of Haymarket is a diverse, welcoming community where residents and businesses thrive through transparent governance, fiscal responsibility, and public safety to achieve a vibrant quality of life.

Vision:

Our vision is to be a forward-looking small town that preserves our unique character and traditions, while fostering a safe, pedestrian-friendly, and inclusive community where residents, businesses, and visitors can flourish for generations.

Values:

| | |
|-----------------------|----------------|
| Transparency | Accountability |
| Fiscal Responsibility | Community |
| Inclusive | Collaborative |
| Integrity | Effective |

Goals:

- Develop Transportation and Infrastructure to Improve Quality of Life and Maintain Small Town Feel
- Promote Fiscal Responsibility and Organizational Excellence
- Enhance Public Safety and Community Policing
- Foster Economic Development, Tourism, and Support Town Businesses
- Preserve Haymarket History
- Enhance Community Engagement



Town of Haymarket, Virginia Draft Strategic Plan October 2024

Goals and Strategies

1. Develop Transportation and Infrastructure to Improve Quality of Life and Maintain Small Town Feel

- 1.1. Complete the implementation of the town park
- 1.2. Complete, expand, and maintain the town streetscape
- 1.3. Investigate, evaluate and assess the feasibility of a municipal parking lot
- 1.4. Collaborate with County Supervisor, Council Members, Town Manager, Chief of Police, Partners at State level, VDOT to improve traffic safety including bike, rail and pedestrian
- 1.5. Traffic Safety Plan initiative - Prince William County Safe Streets for All Grant, VDOT
- 1.6. Consider options for Secure parking lot for Police Department, Utility Workshop, Municipal Parking
- 1.7. Fund and implement the Town Hall site plan

2. Promote Fiscal Responsibility and Organizational Excellence

- 2.1. Volunteer Assistance/Internship to create asset inventory
- 2.2. Investigate 2, 5, 10, 20-year financial plan
- 2.3. Research rules of engagement, roles and responsibilities of liaisons and council members
- 2.4. Investigate opportunities to network with other small-town jurisdictions and VML to report to council on state legislation and local zoning regulations
- 2.5. Procure a consultant to conduct the Update to the Town's Comprehensive Plan
- 2.6. Create and distribute a Town Services "one-pager"

3. Enhance Public Safety and Community Policing

- 3.1. Conduct an annual evaluation of resource needs as compared to demands of department (calls, legislative impacts, police practices)
- 3.2. Continue community engagement for community policing initiative including daily interactions, community events, bicycle patrol, school bus stops, etc.



Town of Haymarket, Virginia Draft Strategic Plan October 2024

3.3. Investigate technological advancements to enhance public safety and make recommendations and collaborate with Council

3.4. Achieve first certification and maintain certification every four years

4. Foster Economic Development, Tourism, and Support Town Businesses

4.1. Develop an advertising campaign for the business community - funding and personnel

4.2. Expand Partnership with PW County Economic Development and Tourism

4.3. Benchmark other towns and how they provide funding for start-up small businesses and promote businesses

4.4. Investigate ways to use economic development funds and increase participation at the Business round table

4.5. Investigate ways to engage face to face with existing businesses

4.6. Develop a plan to highlight the business community: add Business Spotlight through weekly videos, spotlight types of businesses, social media pages, Restaurant Week

5. Preserve Haymarket History

5.1. Update the contributing resources list to encompass all historic structures, and previous structures

5.2. Develop a plan of recognition of historical sites through Walking program and signage program

5.3. Document and archive historical assets

5.4. Develop a Historic Preservation program and museum plan

5.5. Investigate the possibility of providing grant funding for local preservation efforts

6. Enhance Community Engagement

6.1. Complete and implement the communications plan for the Town

6.2. Provide list of events, purpose, costs/revenue on an annual basis for Council feedback and input