



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION
~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, March 4, 2019

6:00 PM

Council Chambers

I. Call to Order

II. Agenda Items

1. Playground Proposal
2. Computers for the Dais
3. Street Tree Discussion - Crepe Myrtles
4. Town Council Pay Structure Policies

III. Adjournment



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: January 2, 2019
SUBJECT: Harrover Park Playground Proposal

Summary:

The Planning Commission has created an Action Item List for this Fiscal Year to work towards Activating the Park Space. One of the items the Commission has tasked the Planner with is developing a Playground Proposal for the Town Park. Please find attached options for the playground. One additional handicap accessible option will be sent to Council, upon receipt from Playspec, approximately 1/03/2019.

Based on previous discussions with the Planning Commission we have chosen to go with the Wood Fiber Material for the immediate future due to the costs. As additional funding becomes available for the Park future phases can include replacing the ground cover with a permanent rubber material.

The equipment presented in each proposal allows for a variety of users to include infancy through school aged children, as well as those with limited accessibility. Option 2 and 3 each offer a piece of equipment that is handicap accessible while allowing for inclusive play with other children. Options for a wheelchair accessible swing are still being priced out as the company we are currently working with does not offer this type of swing.

Additional phases for the playground can be developed so that over time the Town can implement other active and passive activities.

The current proposals fall within the current Harrover Park Budget of \$63,000. The proposals have been designed to allow for a playground that meets the community's needs while staying within budget and keeping in mind the other park expenses that occur throughout the year.

Following discussions with the Town Council, the Town Planner recommends approval of funding for the Town Playground. Following approval of funding the Town Planner will

Attachment: Park Proposal Memo (3934 : Playground Proposal)

finalize the playground plans and begin to work through the site plan review phase, with intentions to have the playground built by early summer.

Draft Motion:

“I move the Town Council to appropriate funds for the Harrover Park Playground for Option (1, 2 or 3) and not to exceed --- insert dollar amount for preferred option or round up to nearest even amount --- .”

Or

Other Motion

Town of Haymarket Playground

Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3934 : Playground Proposal)

Town of Haymarket Playground

Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3934 : Playground Proposal)

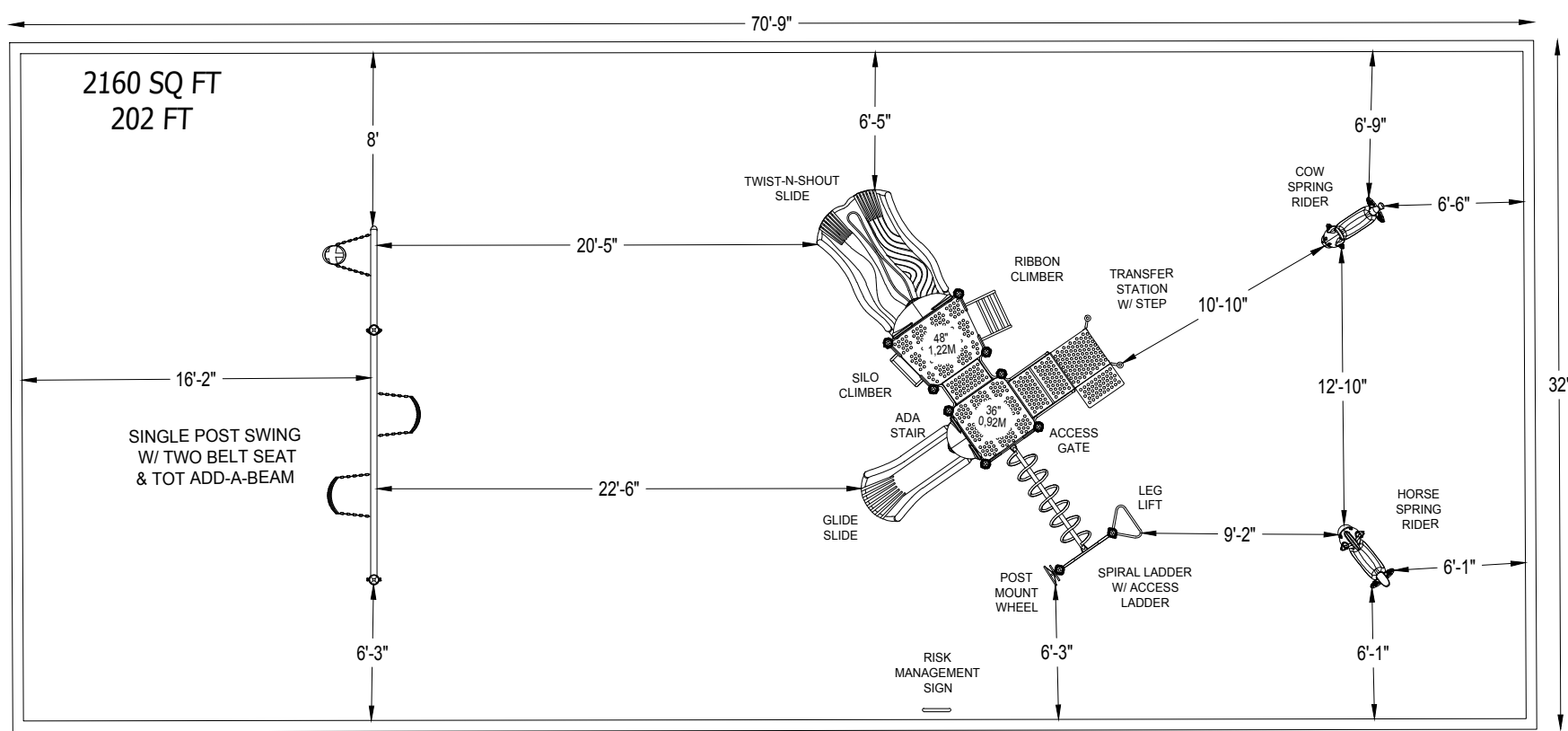
Town of Haymarket Playground Option 1



Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3934 : Playground Proposal)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788



2160 SQ FT
202 FT

EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA: **2160 SqFt.** PERIMETER: **202 Ft.**

FALL HEIGHT:
8 Ft.

USER CAPACITY: **30** AGE GROUP: **2-12**

ADA SCHEDULE	Total Elevated Play Activities: X		
	Total Ground-Level Play Activities: X		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO: P082118-2A	SCALE: 1/8"=1'-0"
DRAWN BY: SSHEEHY	Paper Size B
DATE: 14-DEC-18	

*PLAYGROUND SUPERVISION REQUIRED

Town of Haymarket Playground

Attachment: Town of Haymarket Opt 1 Drawing 12-14 (3934 : Playground Proposal)



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF HAYMARKET
ATTN: EMILY LOCKHART
15000 WASHINGTON STREET
SUITE 100
HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
OPTION #1
C/O HARRIS CONSTRUCTION

PROPOSAL 18414C**DATE** 12/17/2018**SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
PLAYWORLD EQUIPMENT 350-1739 CHALLENGER PRE-DESIGN PLAY STRUCTURE	1	14,047.00	14,047.00
SWING-SP-TOD SINGLE POST SWINGS W/ TODDLER BEAM	1	1,988.00	1,988.00
0563 SPRING HORSE W/O SOUND	1	999.00	999.00
0561 SPRING COW W/O SOUND	1	999.00	999.00
0496 "C" SPRING FOOTING ASSEMBLY	2	215.00	430.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-2,236.90	-2,236.90
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	5,425.00	5,425.00
TIMBERS PROVIDE AND INSTALL 202 LINEAR FEET TWO TIER 4 X 6 TIMBERS	202	12.50	2,525.00
WOODCARPET PROVIDE AND SPREAD 84 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	84	39.00	3,276.00
FILTER FABRIC PROVIDE AND SPREAD 2,160 SQ FT FILTER FABRIC	2,160	0.58	1,252.80
*3% surcharge on Visa/MasterCard			
*Valid for 30 days unless otherwise noted			
*50% deposit or PO. Balance due Net 30			
Sign and return with approved colors for order placement			
	SUBTOTAL		28,704.90
	TAX (0%)		0.00
	SHIPPING		1,500.00
	TOTAL		\$30,204.90

Attachment: Town of Haymarket Opt 1 Proposal #18414C (003) (3934 : Playground Proposal)

Accepted By

Accepted Date

Attachment: Town of Haymarket Opt 1 Proposal #18414C (003) (3934 : Playground Proposal)

Town of Haymarket Playground Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3934 : Playground Proposal)

Town of Haymarket Playground

Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3934 : Playground Proposal)

Town of Haymarket Playground Option 2



Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3934 : Playground Proposal)



PLAYGROUND SPECIALISTS INC.
29 APPLES CHURCH ROAD
THURMONT, MD 21788

EQUIPMENT SIZE:

X' x Y' x Z'

USE ZONE:

X' x Y'

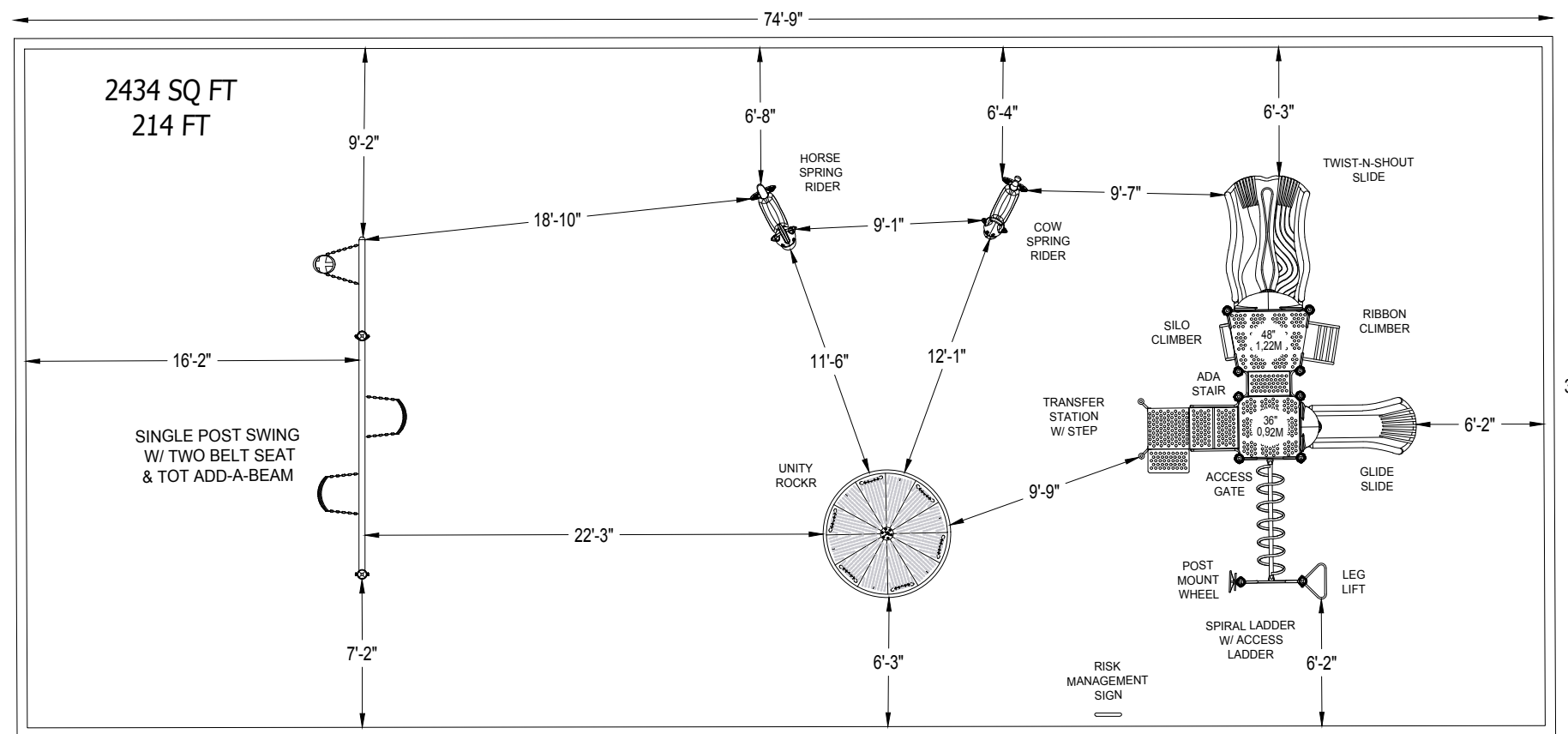
AREA:
2434 SqFt.

PERIMETER:
214 Ft.

FALL HEIGHT:
8 Ft.

USER CAPACITY:
35

AGE GROUP:
2-12



Town of Haymarket Playground

Attachment: Town of Haymarket Opt 2 Drawing 12-14 (3934 : Playground Proposal)

ADA SCHEDULE	Total Elevated Play Activities: X		
	Total Ground-Level Play Activities: X		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	X	X	X
Provided	X	X	X

- ✓ ASTM F1487-17
- ✓ CPSC #325



PROJECT NO:
P121418-10A

SCALE:
1/8"=1'-0"

DRAWN BY:
SSHEEHY

Paper Size

DATE:
14-DEC-18

B

*PLAYGROUND SUPERVISION REQUIRED



29 Apples Church Road
Thurmont, MD 21788
(800) 385-0075
www.playspec.com

ADDRESS

TOWN OF HAYMARKET
ATTN: EMILY LOCKHART
15000 WASHINGTON STREET
SUITE 100
HAYMARKET, VA 20169

SHIP TO

TOWN OF HAYMARKET
OPTION #2
C/O HARRIS CONSTRUCTION

PROPOSAL 19091A**DATE 12/17/2018****SALES REP**

EVAN MYNATT

TYPE	QTY	RATE	AMOUNT
PLAYWORLD EQUIPMENT 350-1739 CHALLENGER PRE-DESIGN PLAY STRUCTURE	1	14,047.00	14,047.00
SWING-SP-TOD SINGLE POST SWINGS W/ TODDLER BEAM	1	1,988.00	1,988.00
0563 SPRING HORSE W/O SOUND	1	999.00	999.00
0561 SPRING COW W/O SOUND	1	999.00	999.00
0496 "C" SPRING FOOTING ASSEMBLY	2	215.00	430.00
0193 UNITY ROCKER	1	5,715.00	5,715.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-2,417.80	-2,417.80
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY	1	7,253.00	7,253.00
TIMBERS PROVIDE AND INSTALL 214 LINEAR FEET TWO TIER 4 X 6 TIMBERS	214	12.50	2,675.00
WOODCARPET PROVIDE AND SPREAD 95 CY WOODCARPET EWF AT 9" COMPACTED DEPTH	95	39.00	3,705.00
FILTER FABRIC PROVIDE AND SPREAD 2,434 SQ FT FILTER FABRIC	2,434	0.58	1,411.72

*3% surcharge on Visa/MasterCard

*Valid for 30 days unless otherwise noted

*50% deposit or PO. Balance due Net 30

Sign and return with approved colors for order placement

SUBTOTAL

TAX (0%)

SHIPPING

36,804.92

0.00

1,650.00

Fax # 301-271-9239 or Email: sales@playspec.com

TOTAL	\$38,454.92
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Accepted By

Accepted Date

Attachment: Town of Haymarket Opt 2 Proposal #19091A (3934 : Playground Proposal)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: February 27, 2019
SUBJECT: Computers for the Dais

Summary:

The Town Staff would like to propose the Town Council transition from printed packets to electronic packets at the dais in an effort to be more environmentally conscious. Our typical meeting packets require roughly 500 sheets of paper to print all packet materials. Converting to electronic copies will aid the Town in conserving paper resources and ink, ultimately, cutting office supply expenses.

Proposed alternatives include: Chromebooks, Ipads, or other tablet devices. Options will be presented on March 4th at the Work Session.

Draft Motion:

"I move the Town Council to transition from printed packets to electronic packets and the use of a tablet device at the dais for packet viewing during the meeting."

Or

Other Motion

Attachment: Computer Memo (3945 : Computers for the Dais)



Emily K. Lockhart
Town Planner and Zoning Administrator

MEMORANDUM

TO: Town Council
FROM: Emily K. Lockhart
DATE: February 27, 2019
SUBJECT: Washington Street Streetscape Tress

Summary:

Per the request of Mayor, I would like to discuss the streetscape trees for Washington Street. Of those planted, a majority of them are damaged, leaning or in poor condition and need replacement. In addition, we have lost a number of trees due to vehicle accidents, high winds, and poor maintenance practices. With the money from the Historic Commission for the Streetscape, I propose we invest in replacing our street trees. It has been requested we consider planting Crepe Myrtles as the new street tree. Several other properties in Town already have these trees planted along Washington Street and the coordination will benefit the Town's beautification and unity along main street.

Draft Motion:

"I move the Town Council to approve funding for the replacement and replanting of the street trees along Washington Street. The street tree shall be --- Insert type of tree and flowering color if appropriate ---."

Or

Other Motion

Attachment: Street Tree Memo for WS (3946 : Street Tree Discussion - Crepe Myrtles)



Roberto Gonzalez
Town Treasurer

MEMORANDUM

TO: Town Council
FROM: Roberto Gonzalez
DATE: February 28, 2019
SUBJECT: Town Council & Board pay policies

Summary:

To review current pay structure of Town Council and Board members for monthly meetings.

Attachment: Town Council meeting pay structure (3954 : Town Council Pay Structure Policies)



Town Council Pay Structure Policies

Policy #20140902-2

In an effort to curtail and monitor the Town's adopted annual budget while honoring the set amounts earned per meeting, the Council will hereby follow the following guidelines with regard to compensation:

- All elected and appointed officials who get paid by the meeting will only be able to be paid for no more than three meetings a calendar month.
- Any meetings attended after the third meeting of the month will be unpaid.

Adopted this 2nd Day of September 2014

ATTEST:

Jennifer Preli, Town Clerk