



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ AGENDA ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

---

Monday, August 25, 2014

5:00 PM

Council Chambers

---

### 1. Call to Order

### 2. Presentations

- A. Dominion VA Power 230Kv Presentation
- B. Route 15/I-66 Interchange - VDOT

### 3. Agenda Items

- A. Draft Town Council Agenda

### 4. Councilmember Time

- A. Chris Morris
- B. Pam Swinford
- C. Kurt Woods
- D. David Leake
- E. Matt Caudle
- F. Joe Pasanello
- G. Steve Aitken

### 5. Adjournment



TO: Town of Haymarket Town Council  
SUBJECT: Dominion VA Power 230Kv Presentation  
DATE: 08/25/14

---

**ATTACHMENTS:**

- Hayment Open House Invitation Letter (PDF)
- Haymarket FACTSHEET Final (PDF)
- Haymarket Overview July2014 v4 (PDF)
- HAY\_Overview\_11x17\_v3 (PDF)

**Dominion Virginia Power**  
 701 East Cary Street, Richmond, VA 23219  
 Mailing Address: P.O. Box 26666  
 Richmond, VA 23261  
 Web Address: [www.dom.com](http://www.dom.com)



July 24, 2014

RE: **Open House:** Dominion Virginia Power Plans to Add New Electric Transmission Facilities

Dear Neighbor,

You are invited to attend our upcoming Open House to learn more about and provide input on a recently announced project in your area, which includes a new 230kV transmission line and substation.

The rapid growth in the Gainesville/Haymarket areas, including the successful economic development efforts of Prince William County, has resulted in electrical loads that are projected to exceed the capabilities of the electric infrastructure currently in place. The forecasted power increase over the next few years will eventually strain the system, causing issues for the community. Since we can predict this risk, we can take steps now to alleviate any issues from occurring while meeting the immediate needs of the high tech business expansion taking place.

A new 230 kilovolt (kV) double circuit transmission line, approximately six miles long, will need to be constructed, using existing transportation corridors where possible and requiring some new right-of-way. The proposed line would extend from an existing 230 kV transmission line located near Route 66 and Prince William Parkway, through Prince William County and the southern portion of Haymarket to a new substation facility to be located west of Route 15. Please refer to the enclosed fact sheet for additional information.

Community input is an important part of our project planning and development. We hope you can join us at the Open House to learn more about this project and speak directly with the many subject matter experts who will be available.

**Open House**  
 September 10  
 5:00 – 7:30 p.m.  
**Battlefield High School**  
 15000 Graduation Drive  
 Haymarket, Virginia 20169

In the meantime, please visit [www.dom.com](http://www.dom.com), keyword: *Haymarket* to learn more. You may also contact us by sending an email to [powerline@dom.com](mailto:powerline@dom.com) or calling 1-888-291-0190, Monday – Friday, 7:00a.m. to 5:00p.m. I hope to see you at the Open House.

Sincerely,

Carla Y. Picard  
 Electric Transmission Project Communications Manager

Enclosures

Attachment: Haymarket Open House Invitation Letter (1995 : Dominion VA Power 230Kv Presentation)

# HAYMARKET 230 kV TRANSMISSION LINE AND SUBSTATION

Dominion Virginia Power is planning to add facilities to meet the growing demand for electricity in Prince William County.

Rapid growth in electrical demand, particularly in the commercial/high-tech sector in the Haymarket area, has resulted in the need to build a new substation and associated transmission facilities in western Prince William County and southern portions of Haymarket.

A new 230 kilovolt (kV) double circuit transmission line, approximately six miles long, will need to be constructed using existing transportation corridors where possible and requiring new right-of-way. The new line will connect into the existing Gainesville to Loudoun transmission line and extend to a new substation west of the Haymarket town limits (see map on reverse). This new transmission infrastructure addresses forecasted increases in energy demand that exceed the capabilities of our current distribution system beginning in 2017.

#### **Dominion's project will:**

- provide needed capacity to serve the rapid commercial/high tech sector growth in the area
- help strengthen the electrical grid and improve overall reliability for the community, and
- enable continued economic development in the area

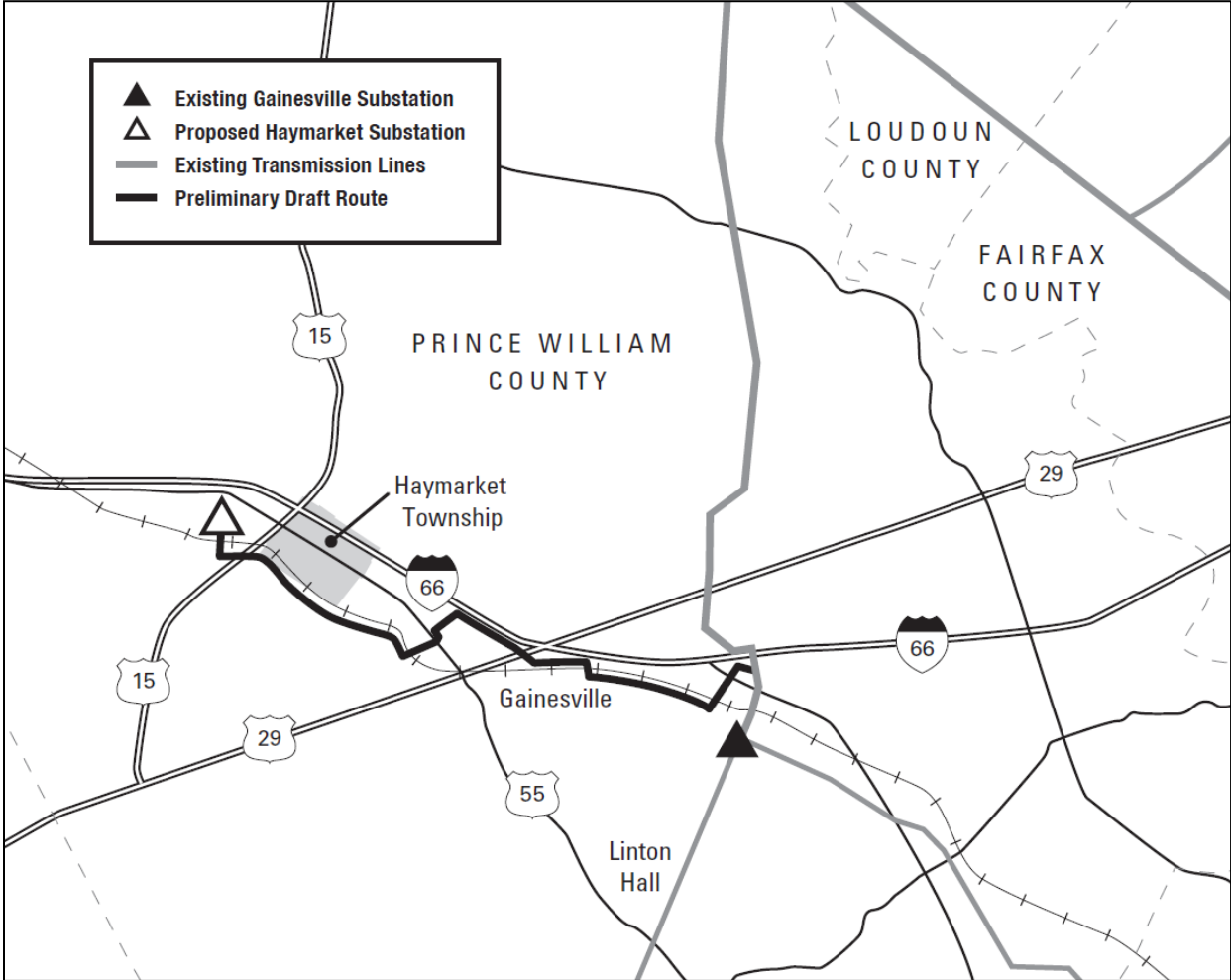
Dominion will also be reinforcing the existing distribution system to help meet the immediate demand for electricity. The new substation, to be built on a shared commercial property, will accommodate future area growth. The combined efforts will provide Dominion, and eventually NOVEC, additional capacity to support continued economic development and improved reliability for the area.

Dominion will seek community input regarding routing options. Outreach will include letters to neighboring property owners, newspaper ads and public meetings.

#### **Preliminary Schedule**

<b>Summer/Fall 2014</b>	Community Outreach; letters, newspaper ads and public open house and finalize proposed route
<b>Fall 2014</b>	Submit application to the Virginia State Corporation Commission for consideration
<b>Spring 2016</b>	Begin preliminary construction work – forestry, right-of-way clearing ( <i>pending necessary approvals</i> )
<b>Spring 2017</b>	Energize line and substation

# HAYMARKET 230 kV TRANSMISSION LINE AND SUBSTATION



**For more information, please visit our website at [www.dom.com](http://www.dom.com), keyword: *Haymarket***

Contact our dedicated transmission team by sending an email to [powerline@dom.com](mailto:powerline@dom.com), or call 1-888-291-0190, Monday through Friday, 7am to 5pm.



Attachment: Haymarket FACTSHEET Final (1995 : Dominion VA Power 230Kv Presentation)

# Haymarket Project: New 230kV Line and Substation

July 2014

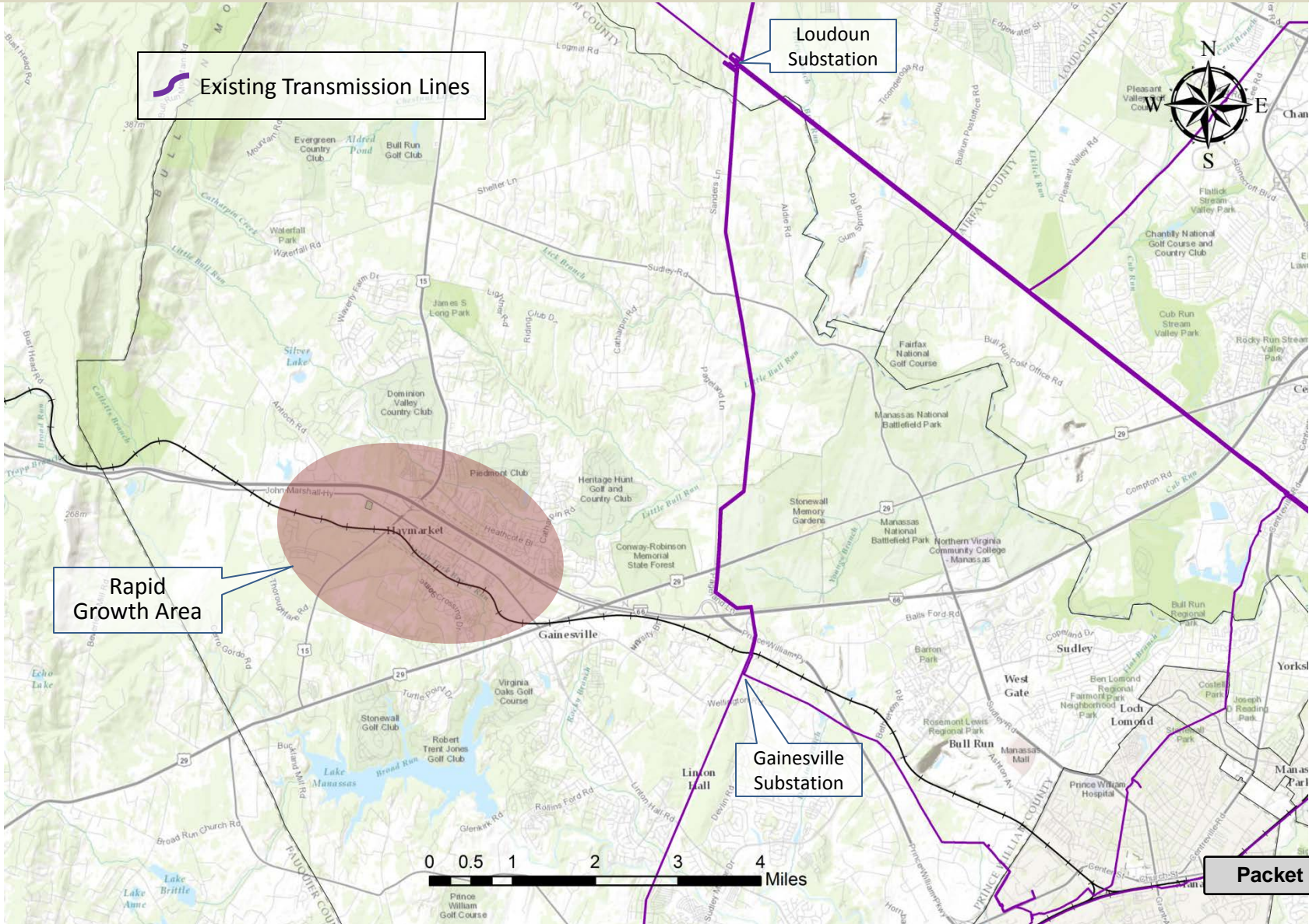
# Our Energy Challenge in the Haymarket Area

- ❑ Haymarket's population has more than doubled since 2000
- ❑ During this same time, demand for electricity has roughly **tripled**
- ❑ Commercial and industrial growth keeping pace with thriving area
  - Local business expansion plans are accelerating the need for a transmission solution, beginning in 2017



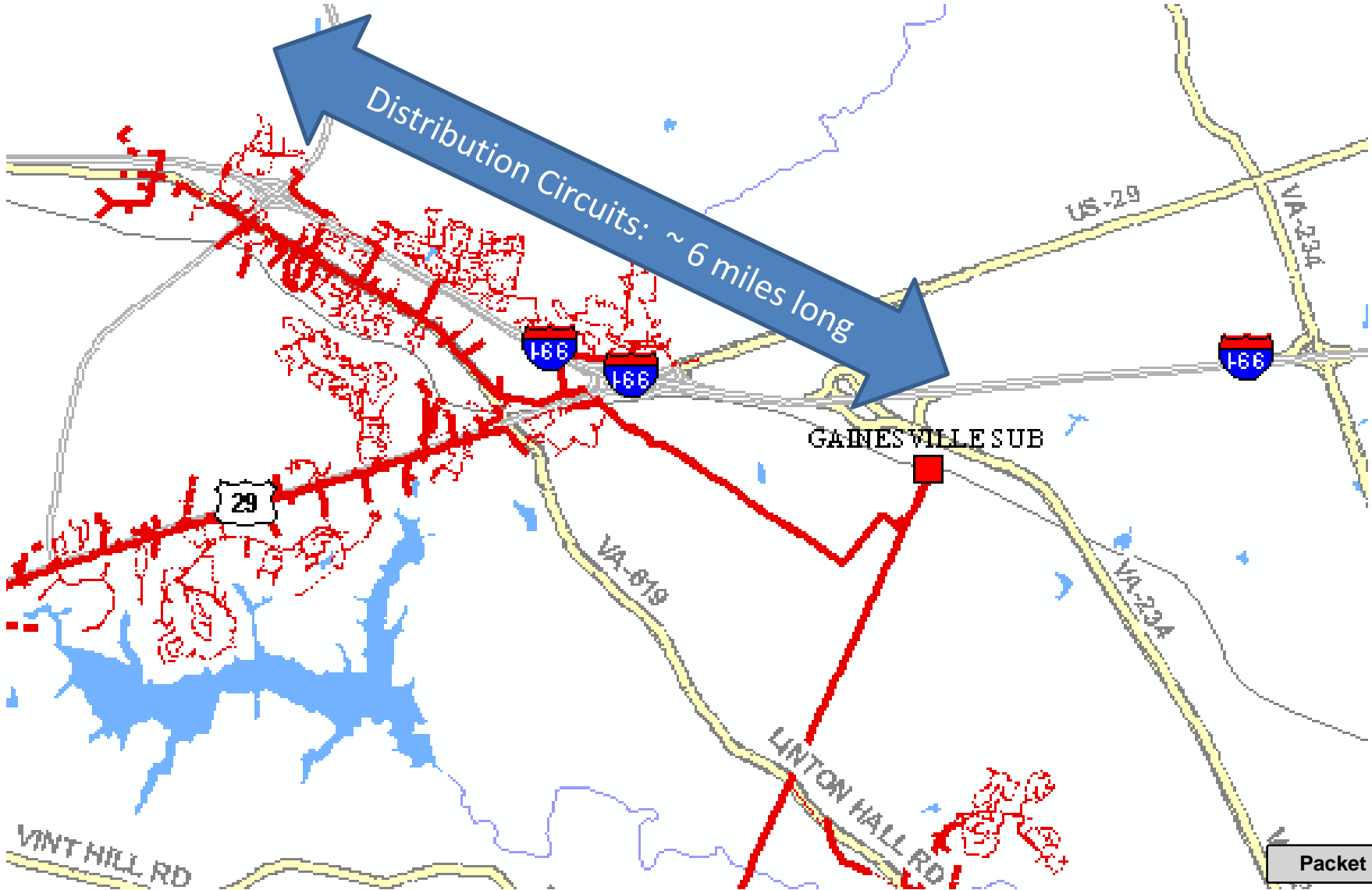


# The Existing Transmission Grid





# Haymarket: served by long distribution lines today



# Haymarket Project

## Improved Reliability and Capacity for the Future

### Two Phased Solution:

- ❑ Short term: Distribution reinforcements will provide “bridging power” until a new transmission line can be built and energized to serve Haymarket
- ❑ Long term: Transmission Solution
  - Locate new substation near load center, but away from residential areas
  - Extend new double-circuit 230 kV transmission line along ~6 miles of new right-of-way
  - New lines must be energized by 2017, when local loads are expected to exceed 100 MW
  - New transmission lines will improve local reliability and provide future capacity for NOVEC to also have a new, local source of power
- ❑ Estimated Total Cost: \$65M



# Example of Doublebuild



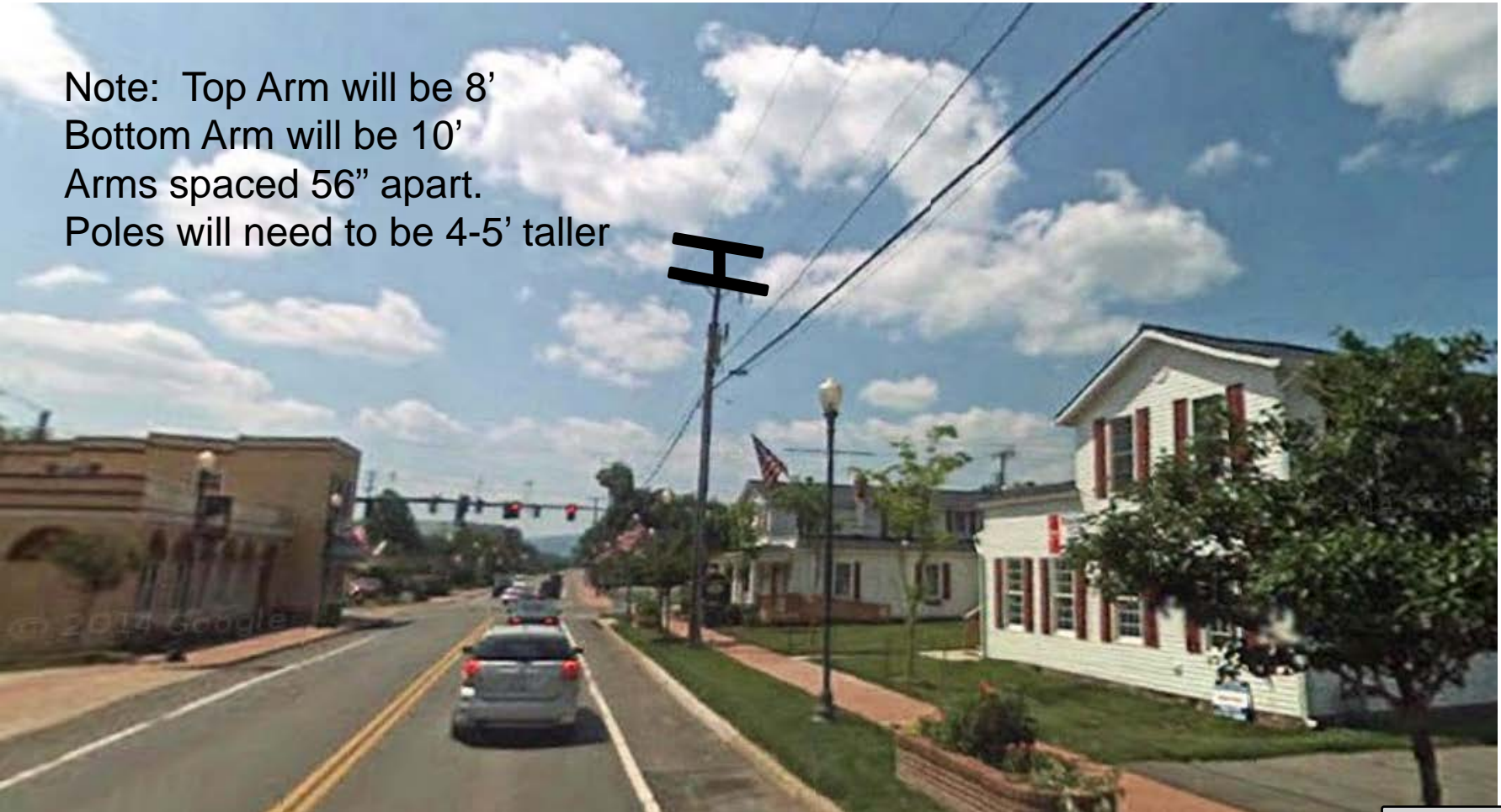
# Example of Doublebuild





# Doublebuild Rendering in Haymarket

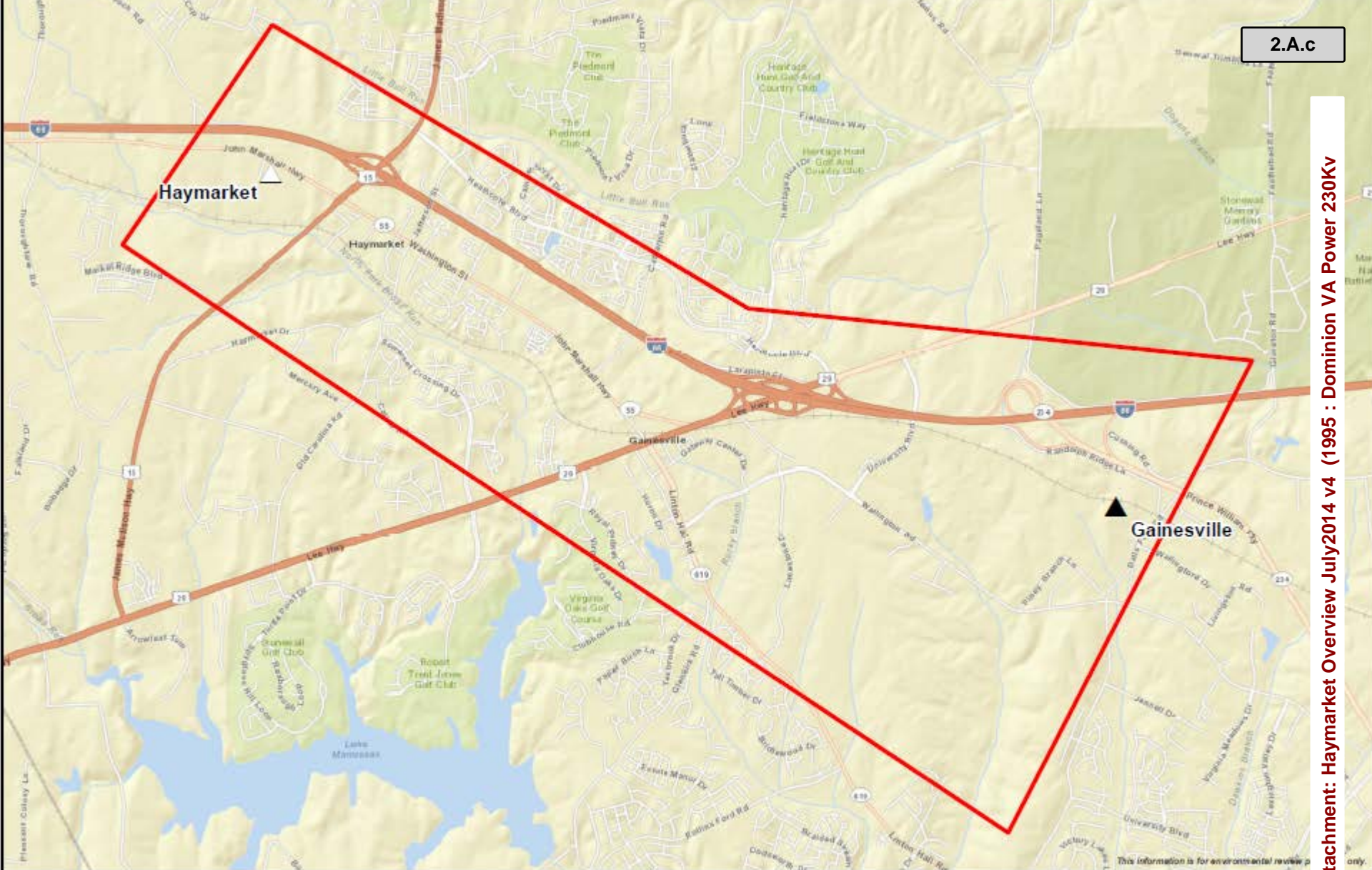
Note: Top Arm will be 8'  
Bottom Arm will be 10'  
Arms spaced 56" apart.  
Poles will need to be 4-5' taller







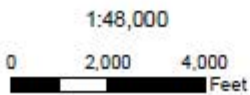


# Doublebuild Rendering in Haymarket





-  Study Area
-  Railroad
-  Proposed Substation
-  Existing Substation



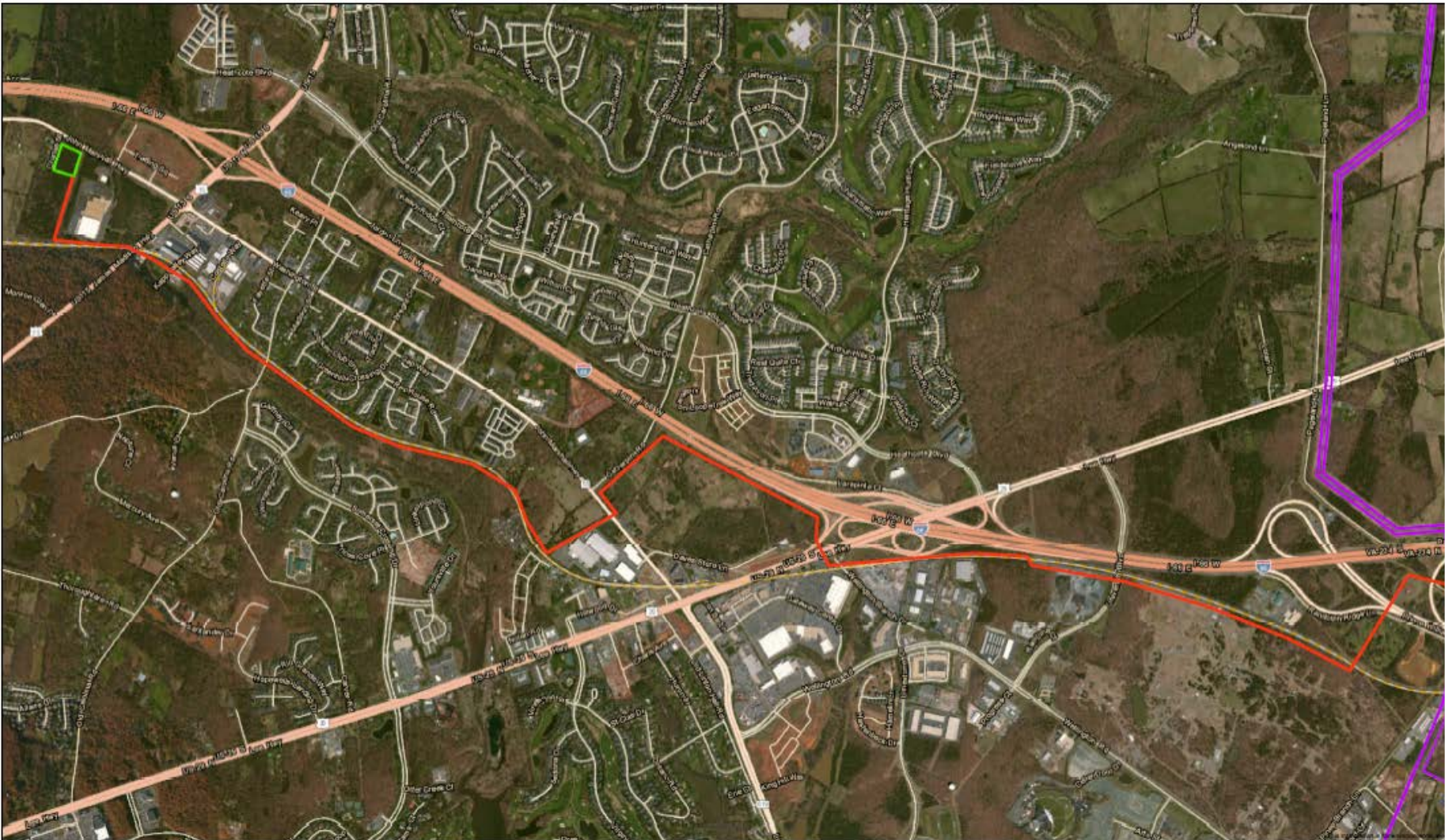
### Gainesville to Haymarket Study Area



Attachment: Haymarket Overview July2014 v4 (1995 : Dominion VA Power 230KV



# Preliminary Route for Community Feedback



Attachment: Haymarket Overview July 2014 v4 (1995 : Dominion VA Power 230Kv

 Preliminary Proposed Route   
  Proposed Haymarket Substation  
 Existing Dominion Transmission Line   
  Railroad

0 1,600 3,200 Feet  
 1:20,000




**Gainesville to Haymarket 230kV Line and Substation Project**


**Packet Pg. 17**

FILE: M:\CI\terry\0-FDD\Haymarket\Ac\GIS\2014\07\Overview\_DOM\_HAY\_Overview\_11x17\_v3.mxd | REVISED: 2007/2014 | SCALE: 1:20,000 when printed at 11x17 | DRAWN BY: JERBAKEN



# Possible Structure Type



 <b>Dominion</b>	
STRUCTURE TYPE:	Galvanised Steel Pole
APPROX AVERAGE HEIGHT (ft):	110
WIDTH AT CROSSARM (ft):	35
WIDTH AT BASE (ft):	3.3
RIGHT OF WAY WIDTH (ft):	100-120
Photosimulation Provided by	
<b>TRUESCAPE</b>	
CONSULTING & DIGITAL FACILITIES	
<a href="http://www.truescape.com">www.truescape.com</a>	

# Target Schedule

June-July

- Meet with local elected officials, community leaders

June-Oct 2014

- **Community Outreach**
- Open House event – Sept. 10

Fall 2014

- Submit application to SCC

2015

- Distribution work to reinforce and add to existing facilities

2015

- Substation plans submitted to Prince William County for local approval

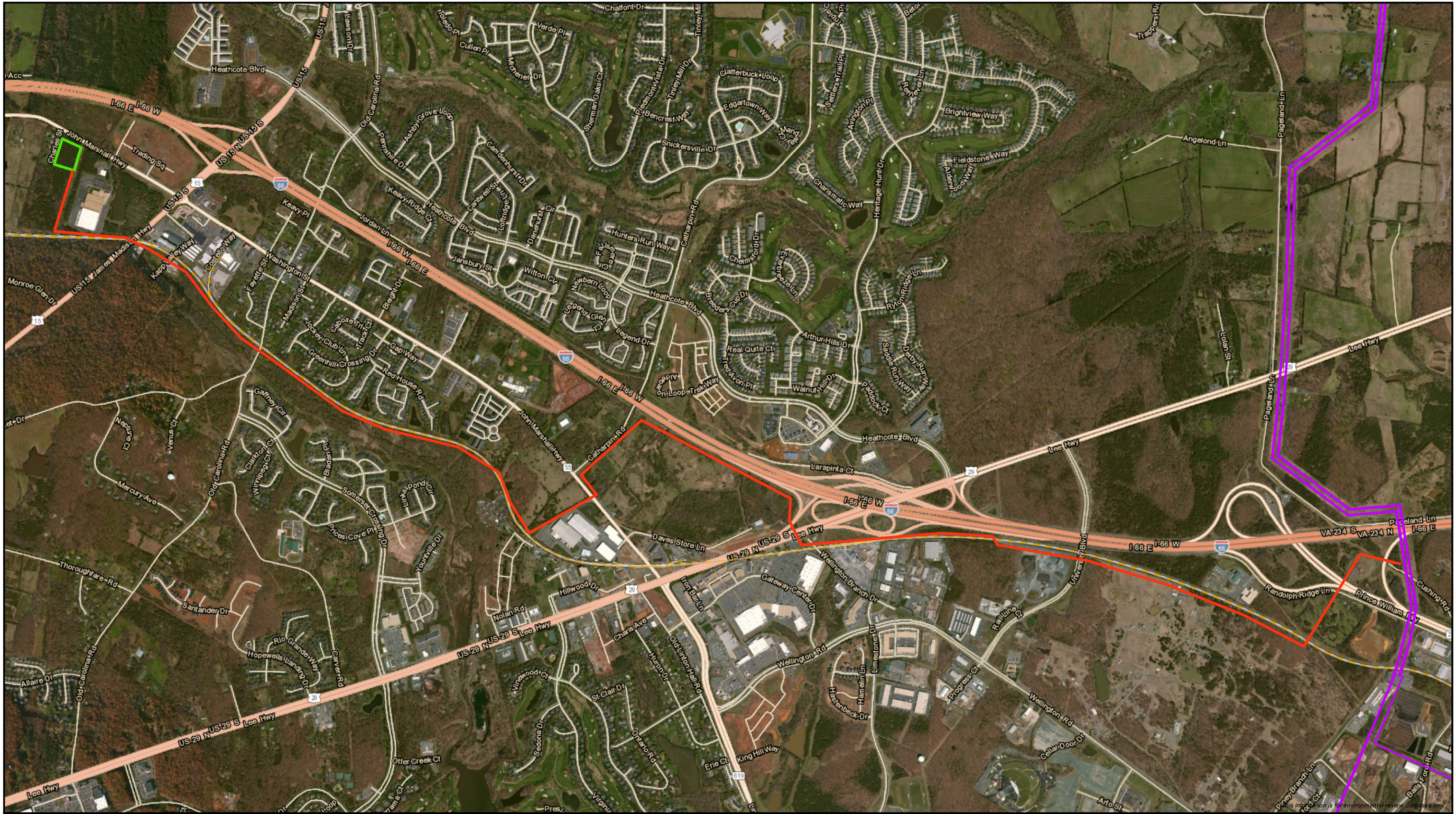
Early 2016

- With necessary approvals, begin construction

Spring 2017

- Energize new transmission line and station





 Preliminary Proposed Route
  Proposed Haymarket Substation

 Existing Dominion Transmission Line
  Railroad

1:20,000  
 0 1,600 3,200 Feet



### Gainesville to Haymarket 230kV Line and Substation Project



Attachment: HAY\_Overview\_11x17\_v3 (1995 : Dominion VA Power 230Kv Presentation)





TO: Town of Haymarket Town Council  
SUBJECT: Route 15/I-66 Interchange - VDOT  
DATE: 08/25/14

---

**ATTACHMENTS:**

- 01 Town Council 08252014 Responses to Questions (PDF)
- 02 TechBrief FHWA-HRT-090054 DDI (PDF)

**Town of Haymarket - Town Council Meeting  
VDOT's Presentation – Diverging Diamond Interchange Concept  
August 25, 2014**

**Agenda Item 2.A.a**

**RESPONSES TO POTENTIAL QUESTIONS regarding the Diverging Diamond Interchange:**

**Q1: What exactly is a diverging diamond interchange?**

1. See attached FHWA's Technical Brief describing the DDI and its advantages over a standard diamond interchange. The layout of a Diverging Diamond Interchange is very similar to a standard diamond interchange, but differs in the fact that the mainline traffic crosses over to (or diverges to) the opposite side of the road at a two phase traffic signal, stays on the opposite side through the interchange, and then crosses back to the right side at the other end of the interchange (also through a two phase traffic signal). This allows for left turning vehicles from the primary roadway to enter onto the interstate in a free flow condition, rather than require the traffic signal to offer a third phase for just left turning vehicles. The left turning maneuvers from the interstate onto the primary roadway will still be required to pass through a traffic signal, but those vehicles will make use of one of the two green phases of the cross over intersections. This configuration can accommodate up to 30% more vehicles than a standard diamond interchange but with fewer conflict points (thus improving safety).

**Q2: Is there evidence that this interchange concept works? It looks like it could cause a lot of confusion with drivers.**

2. It is anticipated that there could be some driver confusion when the DDI is first opened to traffic; however, VDOT and the LANE/RDA Team plan to educate the traveling public via several means – video simulations, bulletins, public meetings, etc. There nearly 60 DDIs either planned or constructed throughout the U.S. FHWA has provided some design guidance on these DDI's, and there have been lessons learned from other state DOT experiences. In general with proper pavement markings and signage, the DDI is rather intuitive to maneuver through. Left turns stay to the left, and right turns stay to the right. The through movements will follow a path that is clearly marked for those motorists.

**Q3: Why does the current diverging diamond concept work when it was originally screened out as an alternative?**

3. The narrative below explains the differences between the original DDI Concept and the one as proposed by the LANE/RDA team:

**DDI Originally Considered with IMR**

DDI was one of the seven concept alternatives originally considered but was discarded after it was determined that the geometry could not meet the 50 MPH design speed that had been established for the Route 15 corridor. Specifically, 50 MPH reverse curves as

needed for DDI could not physically fit between the flanking intersections of Heathcote Boulevard and Route 55. Also, the superelevation rates required for 50 MPH could not be achieved at or approaching the crossovers. After careful consideration of the geometric constraints, the Project Team agreed not to carry the DDI through to the next step of VISSIM modeling and operational analysis. (Project team consisted of VDOT, FHWA, Town of Haymarket, Prince William County, and HNTB [consultant to VDOT].)

**DDI Ultimately Accepted through DB Procurement Process**

During procurement of a Design-Build Team, two of the three short-listed firms proposed the DDI concept based on a number of benefits (smaller footprint, fewer right of way impacts [reduced total takes from 6 to 4], less expensive build alternative, easier constructability, shortened time to construct, etc.). VDOT discussed these benefits with representatives from the Town and County, and collectively all agreed to reduce the design speed through the interchange area to 40 MPH to accommodate a DDI. With the speed reduction, the reverse curves could physically fit between the flanking intersections. In addition by applying urban low speed design superelevation rates and transitions, the 40 MPH design speed could be maintained through the crossovers. The Design-Build teams who proposed the DDI were required to conduct full VISSIM modeling for their DDI's to demonstrate equal to or better traffic operations as compared to the RFP Concept. The Design-Build team models showed operation that was overall equal to the Modified Diamond with Semi-Directional Flyover configuration.

**Comparison of DDI to Modified Diamond with Semi-Directional Flyover configuration**

While the Semi-Directional Flyover Ramp provides more throughput for the Route 15 southbound to I-66 eastbound movement (free-flow), the DDI provides more through capacity on Route 15 with three through lanes (each northbound and southbound) versus two through lanes for the Modified Diamond with Semi-Directional Flyover Ramp configuration. Overall throughput for the two interchange configurations is equivalent.

The DDI provides a safer operation and improved design for the I-66 westbound off-ramp to westbound Heathcote Boulevard movement with a dedicated, signalized. Left-turn spur ramp feeding into a median separated dual left-turn lanes to westbound Heathcote Blvd. This design eliminates westbound Heathcote traffic from having to weave across the three northbound Route 15 lanes.

While not a stated evaluation criteria, the DDI does provide a less visually intrusive design since it maintains the existing two-level interchange profile versus the three-level interchange profile with the Semi-Directional Flyover Ramp.

**Q4: Does changing the interchange concept to a diverging diamond extend the schedule of the project?**

- 4. VDOT did not extend the Contract Completion Date to accommodate the DDI. Instead, the Contractor is required to complete the project in the same amount of time as would

Attachment: 01 Town Council 08252014 Responses to Questions (1996 : Route 15/I-66 Interchange - VDOT)

have been permitted for the Modified Diamond with Semi-Directional Flyover Concept (by August 8, 2017). One of the benefits of the DDI is that it can be constructed in less time than the original Modified Diamond Interchange with Semi-Directional Flyover Ramp. The LANE/RDA team must carry out additional preliminary engineering tasks in order to receive FHWA approval of the DDI, including a Supplemental Interchange Modification Report (IMR), updated environmental studies to support the NEPA (*National Environmental Policy Act of 1969*) Document Re-evaluation, Public Involvement, and Design Approval. As such the design phase will be longer, while the construction phase will be shorter – another benefit to the traveling public.

**Q5: Will there be additional public outreach regarding changing the interchange concept to a diverging diamond interchange?**

5. Yes, the Design-Build team will be required to conduct a Citizen Information Meeting, which is planned for October 2014. At such a meeting, VDOT and the LANE/RDA team will again explain why the change to the DDI, its many benefits, how motorists will maneuver through the DDI, etc. There will be other opportunities to provide information and education to the traveling public as well (see response to Q2).

RESPONSES TO POTENTIAL QUESTIONS regarding Shared Use Path:

**Q1: Will pedestrians and bicyclists from Heathcote Boulevard be able to easily access the Town and Town businesses?**

- Initially, VDOT’s conceptual design included a shared use path along the east side of Route 15 through the project limits in accordance with the County’s Comprehensive Long Range Transportation Plan. During a coordination meeting with Prince William County’s Transportation Planning Manager, Rick Canizales recommended that the shared use path be relocated to the west side of the interchange, as it would require pedestrians and bicyclists to cross over the lower volume ramps, one fewer ramp crossings, and fewer lanes (thus shorter crosswalks). See the ramp configuration and volume comparison below. Pedestrians and bicyclists will still be able to cross the signalized intersections of Route 55 and Heathcote Boulevard to the east side of Route 15. Signal timings will be established to ensure safe crossings.

If shared use path is on the West Side		AM Peak	PM Peak	If shared use path is on the East Side		AM Peak	PM Peak
Eastbound Off-Ramp	Eastbound to Southbound (one lane, unsignalized)	225	115	Eastbound On-Ramp	Northbound to Eastbound (one lane, unsignalized)	1095	535
Westbound On-Ramp	Southbound to Westbound (one lane)	85	235	Westbound Off-Ramp	Westbound to Heathcote Blvd (West) (one lane, signalized)	25	90
					Westbound to Northbound (one lane)	395	860

**Q2: If the shared use path is switched from the east side to the west side of Route 15 in this location, will it tie into existing and future proposed shared use paths or sidewalks?**

- The proposed shared use path would connect to an existing path along Route 55 west of Route 15 at the south end of the project and an existing sidewalk at the Heathcote Boulevard intersection at the north end of the project. Users of the path will be able to cross both intersections with appropriate signal timings and pedestrian push buttons.

Attachment: 01 Town Council 08252014 Responses to Questions (1996 : Route 15/I-66 Interchange - VDOT)

Additional Questions from Other Correspondence:

**Q1: What is the LOS comparison for the different movements of the diverging diamond to the semi-directional ramp?**

A1. It is difficult to give a direct comparison of levels of service between the diverging diamond interchange and the modified diamond interchange with the semi-directional flyover ramp. VISSIM is a modeling tool that our designers have used to model the effectiveness of both of these alternatives. There are certain measures of effectiveness that can be compared between the two, including seconds of delay, average queues, and maximum queues. In general the diverging diamond interchange was shown to operate overall equally as well as the modified diamond interchange, by improving the operations of three critical movements (as opposed to the one critical movement served by the flyover ramp) even though some of the less critical movements may experience a slight increase in the seconds of delay. Attached are tables of comparison of the two alternatives, which will be included in the Supplemental IMR for approval by VDOT's Central Office and FHWA.

**Q2: How exactly does it work with managing the through/shifting traffic and the 3-lane off-ramp from I-66 west to Rte 15 south? In other words, since there are 3 lanes and not just 1, it will not be a yield condition but have to be controlled by a signal (we showed a sample diverging diamond interchange video but that only had 1 lane coming into it so it was a yield).**

A2. The triple left turn from I-66 Westbound to Route 15 Southbound will be controlled by a traffic signal, but the same signal as controls the crossover of the Route 15 mainline traffic. So, for instance, when the northbound through movement has the green time, the westbound left turning traffic from the ramp will also have the same green time and that movement will be unimpeded. A video simulation can easily demonstrate this operation.

**Q3: Since there has to be a signal for the 3 lanes off ramp from I-66 westbound to Rte 15 southbound, what does that do to the backups both on the ramp and Rte 15?**

A3. Since the green time is shared between the northbound movement and the three lane left turn from the I-66 Westbound off-ramp, there is no negative impact to the backups on either the ramp or Route 15. Again a video simulation, which we will be prepared to present on Monday evening will more easily demonstrate this explanation.

**Q4: What traffic safety data is available for existing diverging diamond interchanges? In other words, not just the words that people become adjusted to it quickly, but what actual traffic accident information is available?**

A4. The Missouri DOT has the most extensive post-build information available on safety of the diverging diamond interchange, as they constructed the very first DDI in the U.S. In its post-build study of safety impact, the Missouri DOT found a reduction in



accidents of 56% overall, but specifically 100% reduction in the left turning types of accidents. The types of accidents that can still occur in a DDI are often less severe and are most likely side-swipe accidents (where two vehicles are trying to merge into the same lane). The fact that motorists will be traveling slower through the DDI than a traditional diamond interchange will also lessen the severity of possible accidents.

**Q5: How many of these DDIs are in existence in the U.S. today?**

A5. According to DivergingDiamondInterchange.org, there are 46 DDIs either planned or constructed in the United States, with another three DDIs in France. We are aware that this information is not necessarily up to date, as there is one open to traffic in Virginia (Zion Crossroads), one under construction on Valley View Boulevard and I-581 in the Salem District, and another two in consideration in Roanoke. Other sources report nearly 60 DDIs either planned or constructed. Below is an exhibit from the website depicting where the DDI's are planned or constructed throughout the U.S.



**Q6: How will VDOT address driver confusion?**

A6. VDOT in concert with its Design-Builder, LANE/RDA, will produce information suitable for posting on VDOT's website and for distribution through other media sources, such as flyers, video simulations, public presentations, etc. Again, proper signage and markings will greatly help driver navigate through the DDI, as it is largely intuitive. Right turning maneuvers are exactly the same as a standard diamond interchange; and left turning maneuvers require motorists to stay to the left and turn at exits that are clearly marked. Through movements will follow the path indicated by

Attachment: 01 Town Council 08252014 Responses to Questions (1996 : Route 15/I-66 Interchange - VDOT)

pavement markings. Screens can be used to limit the view of the opposing traffic so as to help motorists feel less disoriented when driving on the “opposite side of the road.”

**Q7: How will VDOT address pedestrian safety?**

A7. To the extent possible, pedestrian crossings will be signalized and the pedestrians will move parallel to the movement of the motorists, but in the crossover intersections there are no turning maneuvers permitted, so pedestrians can cross more safely than in a traditional signalized intersection. The moving of the shared use path to the west side of the interchange will also allow pedestrians to cross two unsignalized ramps that carry much lower volumes than the ramps on the east side of the interchange.

**Q8: How will VDOT address winter safety of at grade crossings versus the flyover?**

A8. Constructing fewer bridges at this interchange actually helps improve winter safety, as bridges tend to freeze before roadways. Also having fewer bridges to maintain will reduce the overall maintenance costs of this interchange. For snow removal, plow truck drivers will have to follow the applicable signage through the interchange, just as motorists will when the pavement is clear.

## TECHBRIEF

# Double Crossover Diamond Interchange



FHWA Publication No.: FHWA-HRT-09-054

FHWA Contact: Joe Bared, HRDS-05, (202) 493-3314, joe.bared@dot.gov

This document is a technical summary of the Federal Highway Administration report, *Alternative Intersections/Interchanges: Information Report (AIIR)* (FHWA-HRT-09-060).

### Objective

Today's transportation professionals, with limited resources available to them, are challenged to meet the mobility needs of an increasing population. At many highway junctions, congestion continues to worsen, and drivers, pedestrians, and bicyclists experience increasing delays and heightened exposure to risk. Today's traffic volumes and travel demands often lead to safety problems that are too complex for conventional interchange designs to properly handle. Consequently, more engineers are considering various innovative treatments as they seek solutions to these complex problems.

The corresponding technical report, *Alternative Intersections/Interchanges: Informational Report (AIIR)* (FHWA-HRT-09-060), covers four intersection designs and two interchange designs that offer substantial advantages over conventional at-grade intersections and grade-separated diamond interchanges. The

*AIIR* provides information on each alternative treatment covering salient geometric design features, operational and safety issues, access management, costs, construction sequencing, environmental benefits, and applicability. This TechBrief summarizes information on one alternative interchange design—the double crossover diamond (DCD) interchange (see figure 1).

Figure 1. First U.S. DCD interchange at I-44 and Route 13 in Springfield, MO.



Source: Missouri Department of Transportation



U.S. Department of Transportation  
Federal Highway Administration

[www.tfhr.gov](http://www.tfhr.gov)

Research, Development, and Technology Turner-Fairbank Highway Research Center 300 Georgetown Pike, McLean, VA 22101-2296



### Introduction

The DCD interchange, also known as a diverging diamond interchange (DDI), is a new interchange design that has much in common with the design of a conventional diamond interchange. The main difference between a DCD interchange and a conventional diamond interchange is in the way left and through movements navigate between the cross street intersections with ramps (see figure 2). The DCD design accommodates left-turning movements onto arterials and limited-access highways while eliminating the need for a left-turn signal phase at signalized ramp terminal intersections. On the cross street, the traffic moves to the left side of the roadway between the signalized ramp intersections. This allows drivers of vehicles on the cross street who want to turn left onto the ramps the chance to continue to the ramps without conflicting with opposing through traffic and without stopping.

Several DCD interchanges have been built in France, including the intersection of Highway A13 and RD 182 (Boulevard de Jarde) in Versailles, the intersection of Highway A4 (Boulevard des Allies) and Boulevard de Stalingrad in Le Perreux-sur-Marne, and the intersection of Highway A1 and

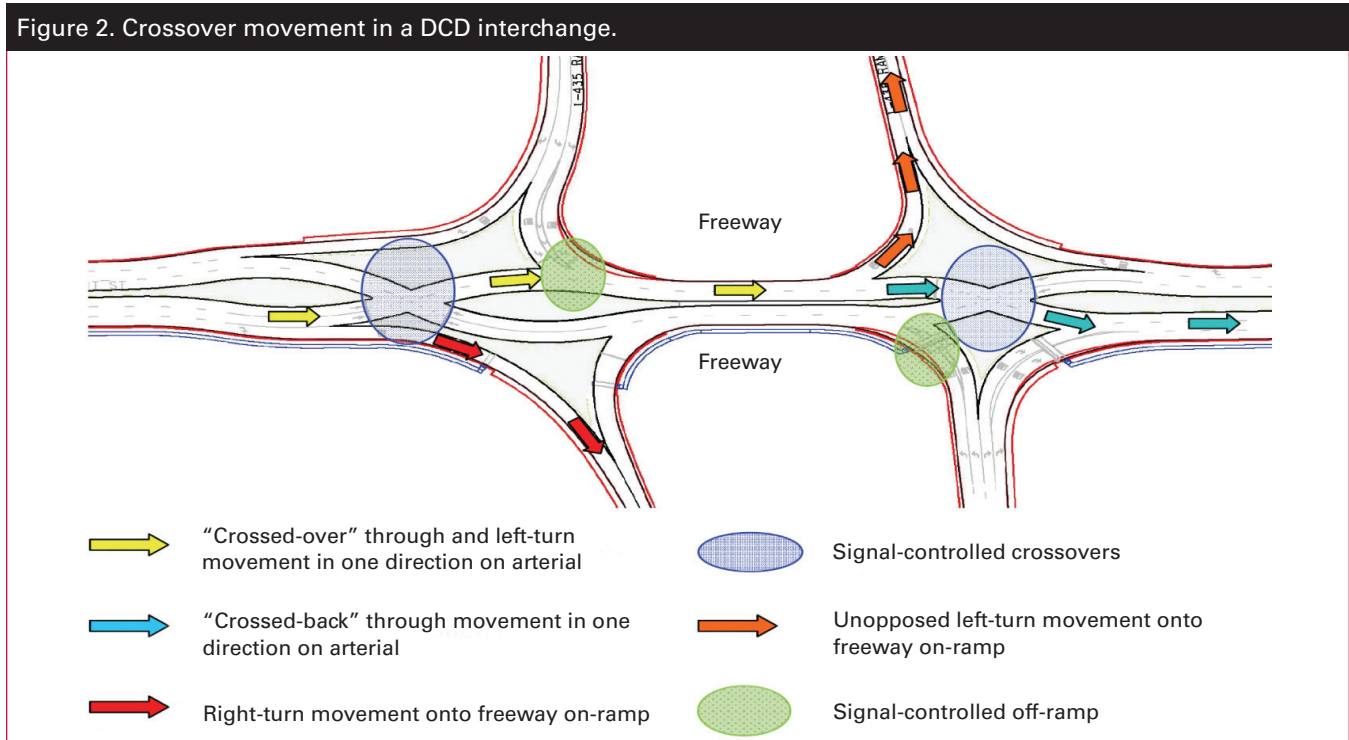
Route d’Avelin in Seclin. In the United States, the first DCD interchange was completed in July 2009 in Springfield, MO, at the intersection of Route 13 and I-44 (see figure 1). Several other DCD interchanges are being planned, including the intersection of I-435 and Front Street in Kansas City, MO.

### Geometric Design

The primary elements of a DCD interchange design are as follows:

- Left-turn and through movements are relocated to the opposite side of the road on the bridge structure. Turning radii used at the crossover junction are typically in the 150- to 300-ft range.
- Median width is increased to allow for the flaring required for reverse curves on the interchange approaches.
- The skew angle between the intersecting directions is closer to perpendicular when possible.
- Median openings are placed upstream of the interchange to allow U-turn movements on the arterial roadway.

Attachment: 02 TechBrief FHWA-HRT-090054 DDI (1996 : Route 15/I-66 Interchange - VDOT)



- Pedestrian crossings are accommodated by installing crosswalks and signalization at the junctions or nodes of the interchange (see figure 3). The two-phase signal control possible in a DCD is more efficient for pedestrians, but it requires them to cross the junction in two stages with the central island serving as a refuge between signal phases. Additionally, pedestrians could have the option to walk in the median of the DCD interchange (implemented for the DCD interchange at the junction of I-44 and Route 13 in Springfield, MO).

### Traffic Signal Control

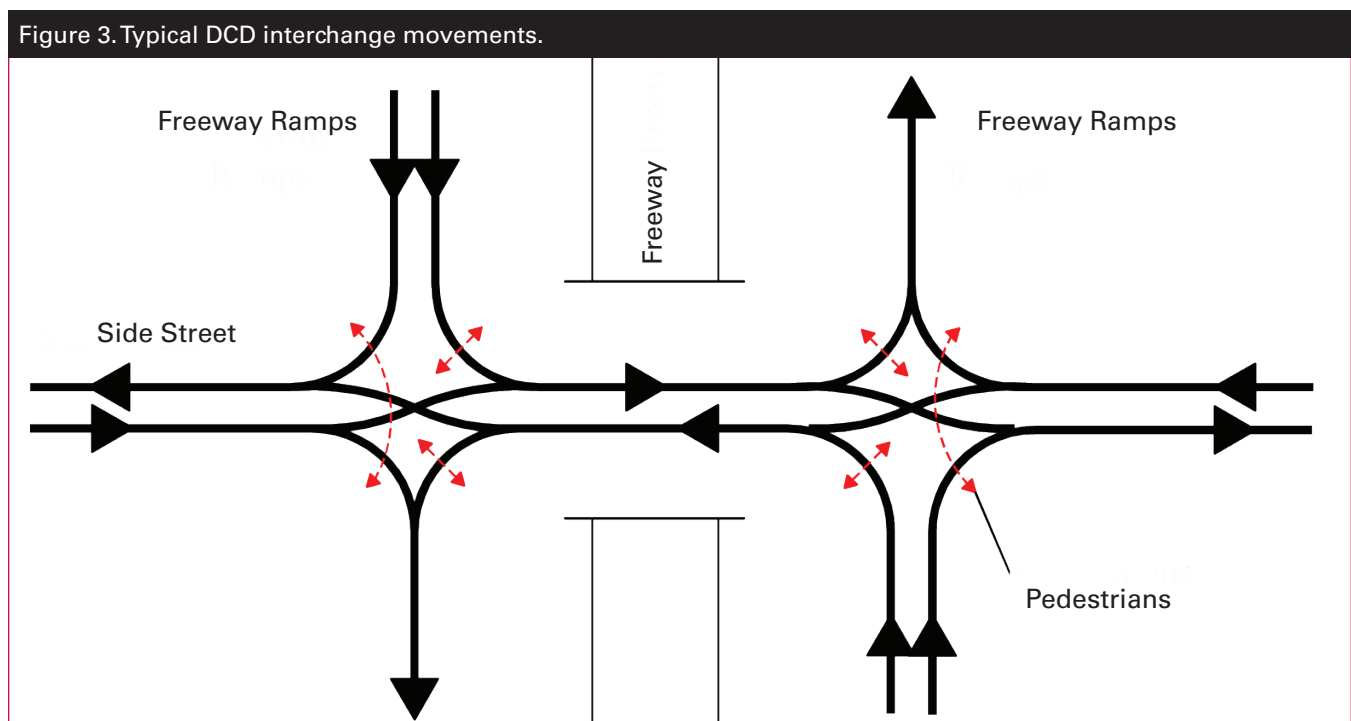
A DCD interchange typically has two signalized junctions or nodes at the points of left-turn crossovers. The signals operate with just two phases, with each phase dedicated to the alternative opposing movements. The two-phase operation of a DCD interchange allows for shorter cycle lengths and reduced lost time per cycle compared to the three- or four-phase operation at conventional diamond interchanges. Signals on a DCD interchange may be fully actuated to minimize delay, and both signalized junctions can be operated using either one or two controllers.

### Operational Performance

The traffic simulation software VISSIM was used to compare the operational performance of DCD interchanges to conventional diamond interchanges. Two DCD interchange designs and two conventional diamond interchange designs were simulated under high and low traffic volumes.

At the higher traffic volume simulations, the DCD interchange demonstrated overall better performance. It had less delays, fewer stops, reduced stop times, and shorter queue lengths compared to the conventional design. Delays were reduced by 15 to 60 percent, and throughput was increased by 10 to 30 percent. However, at lower volumes, the performance of the DCD interchange and conventional diamond interchanges were similar.

The simulation showed that service volumes of left-turn movements (650 vehicles per hour per lane (veh/h/lane)) could be twice that of the corresponding left-turn service volumes of a conventional diamond. An advantage of the DCD interchange over the conventional diamond is that exclusive left-turn lanes are not necessary for the DCD interchange.



## Safety Performance

A DCD interchange has only 14 conflict points and two crossing points. In comparison, a conventional diamond interchange has 26 conflict points. Missouri Department of Transportation designers noted that the DCD interchange geometry also has traffic calming features that reduce speeds while maintaining capacity. This is expected to result in fewer and less severe crashes than in a conventional intersection. They also noted that the shorter clearance distances on the DCD interchange ramps compared to an equivalent conventional diamond interchange could result in reduced vehicle exposure times within the intersection and thereby lead to improved safety. Another noted feature of a DCD interchange is that wrong-way movements onto ramps are eliminated.

## Applicability

The main reasons to choose a DCD interchange design instead of a conventional interchange design include traffic operational benefits, potential safety benefits, right-of-way benefits, and reduced construction costs. DCD interchanges are especially suitable in suburban/urban settings where limited and costly right-of-way and reduced duration of construction are critical issues. Environmental benefits have not yet been estimated, but it is clear that the reduced congestion and possible safety

benefits will result in reduced fuel consumption and pollution. Some situations where DCD interchanges are most applicable are as follows:

- Heavy volumes of left turns onto freeway ramps.
- Moderate and unbalanced through volumes on bridge approaches on the arterial road.
- Moderate to very heavy off-ramp left-turn volumes.
- Limited bridge deck width availability.

## Summary

The DCD interchange offers benefits over conventional interchange designs with its efficient two-phase operation, narrower bridge structure width, lower costs, fewer conflict points, expected increase in throughput, reduced vehicular delay, decreased speeds, and reduced environmental impact. At this time, there is one existing DCD interchange site in the United States and three DCD interchanges in France. Other State transportation departments have initiated and planned the construction of several additional DCD interchanges. More details on DCD interchanges and other innovative intersection designs can be found in the full *AIRR* available from the Federal Highway Administration.

**Researchers**—This study was performed by Principal Investigators Warren Hughes and Ram Jagannathan. For more information about this research, contact Joe Bared, FHWA Project Manager, HRDS-05 at (202) 493-3314, joe.bared@dot.gov.

**Distribution**—This TechBrief is being distributed according to a standard distribution. Direct distribution is being made to the Divisions and Resource Center.

**Availability**—This TechBrief may be obtained from the FHWA Product Distribution Center by e-mail to report.center@dot.gov, fax to (814) 239-2156, phone to (814) 239-1160, or online at <http://www.tfsrc.gov/safety>.

**Key Words**—Diverging diamond interchange, DDI, Alternative interchange, Double crossover diamond, and DCD.

**Notice**—This document is disseminated under the sponsorship of the U.S. Department of Transportation in the interest of information exchange. The U.S. Government assumes no liability for the use of the information contained in this document. The U.S. Government does not endorse products or manufacturers. Trademarks or manufacturers' names appear in this report only because they are considered essential to the objective of the document.

**Quality Assurance Statement**—The Federal Highway Administration (FHWA) provides high-quality information to serve the Government, industry, and public in a manner that promotes public understanding. Standards and policies are used to ensure and maximize the quality, objectivity, utility, and integrity of its information. FHWA periodically reviews quality issues and adjusts its programs and processes to ensure continuous quality improvement.





TO: Town of Haymarket Town Council  
SUBJECT: Draft Town Council Agenda  
DATE: 08/25/14

---

**ATTACHMENTS:**

- 09-02-2014 Draft TC Agenda Packet (PDF)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Tuesday, September 2, 2014

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Moment of Silence

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Minutes Acceptance

- A. Committee - Public Facilities - Committee - Aug 4, 2014 6:00 PM
- B. Mayor and Council - Regular Meeting - Aug 4, 2014 7:00 PM
- C. Committee - Personnel - Committee - Aug 6, 2014 7:30 AM

### 6. Agenda Items

- A. Zoning Administrator - Zoning Text Amendment
- B. Town Credit Card Policy
- C. Invocation Guidelines - Brian Henshaw
- D. Management of Leases - Brian Henshaw
- E. Attorney Contact Policy - Brian Henshaw
- F. Council Pay Structure Policy - Finance Committee
- G. Town Center Property Recommendation - Brian Henshaw

### 7. Department Reports

- A. Planner's Report - Marchant Schneider
- B. Treasurer's Report - Sherrie Wilson
- C. Engineer's Report - Holly Montague
- D. Building Official's Report - Joe Barbeau, Jr.
- E. Police Report - Greg Smith
- F. Town Manager's Report - Brian Henshaw

### 8. Closed Session

- A. Enter into Closed Session
- B. Certification of Closed Session

### 9. Councilmember Time

- A. Chris Morris
- B. Pam Swinford
- C. Kurt Woods
- D. Matt Caudle
- E. Joe Pasanello
- F. Steve Aitken
- G. David Leake

### 10. Adjournment



# PUBLIC FACILITIES COMMITTEE

## COMMITTEE ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, August 4, 2014

6:00 PM

Council Chambers

A Committee of the Committee - Public Facilities of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:00 PM

called the meeting to order.

### I. Call to Order

Councilman Chris Morris: Present, Mayor David Leake: Absent, Town Manager Brian Henshaw: Present.

### II. Discussion Items

#### Call to Order:

Not all of the committee members were present; therefore an actual meeting did not take place. Mr. Henshaw briefly updated Councilman Morris on the various projects that were taking place with the Town facilities.

#### Briefing:

Mr. Henshaw briefly described the progress and needs of various projects associated with the Town's facilities.

#### Old Post Office:

- The contractor has been authorized to proceed with the replacement of the columns on the main floor at the Old Post Office. The project has been delayed some by winning contractor's schedule.

#### Town Center:

- Genesis (Town's Public Works contractors) has installed the sump pump at The Very Thing and they have raised the grade at the rear of the building to slope away from the building. They have also created a stairwell at the emergency exit at the rear of the building.

#### PD:

- The Police Chief has inquired about having Genesis stop by to see if we can identify some space to create some closet space within the PD.
- One of the downstairs HVAC systems will need to be replaced within the year.
- Grip tape needs to be placed on the handicap ramp in the front of the building.

#### Pantry:

- All work has been completed associated with remediating the mold from the facility and sealing the foundation and leak prevention in the cellar.
- We do seem to still be having an issue with an animal digging under the foundation and back porch.

#### Hullfish House:

- Need to install insulation underneath the front portion of the house prior to the winter.

Mr. Henshaw and Councilman Morris did not set a regular schedule for future meetings and ended the meeting at 6:30pm.

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, August 4, 2014

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilwoman Pam Swinford: Present, Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Moment of Silence

### 3. Pledge of Allegiance

### 4. Public Hearing

A. Special Use Permit - 6850 Track Court - In home business

The Mayor calls the public hearing to order and asks if there is anyone here this evening to speak either in favor or opposed to the special use permit application #2014 for an in-home business to be located at 6850 Track Court.

*No public comment*

#### Special Use Permit - 6850 Track Court

Move that the Town Council approve SUP# 20140609, Capstone Copy, Inc, for an in-home occupation at 6850 Track Court as described on the special use permit application and narrative received by the Town on June 9, 2014, pursuant to Section 58-98 (8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations; It is further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Steve Aitken, Vice Mayor
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

### 5. Citizen's Time

#### A. Citizen's Time Procedures

**Name & address has been given to the Clerk**

- She is concerned about the traffic that could be generated from the new Haymarket Elementary School. She would like the town to contact the school transportation.
- The stream [North Fork Creek] is in need of work.
- She is requesting that the Town ask the property owner to please do something with the gray house on Fayette Street that is boarded up and fenced. It has been this way for ten plus years

and believes it is time for the Town to do something about it.

- She has received a notice from Dominion Virginia Power. She hopes that the Town has remarks regarding the proposal of the 230Kv transmission lines that will be coming through the Town.

#### **Dottie Leonard - 14801 Washington Street**

- Ms. Leonard is here this evening to discuss the problems that she is having with regard to the street scape construction. She has been extremely inconvenienced and she is being very patient. She has to park in Haymarket Station and take her trash there for pick up. She would like a work session time to communicate with. Ms. Leonard received a call from Mr. Watts and he asked her to please speak for him as well

#### **Bob Weir - 6853 Saint Paul Drive**

- He received a letter from Dominion Virginia Power in the mail today regarding proposed 230Kv Transmission lines coming through Haymarket. He is upset he wasn't made aware of this sooner, especially as the Chair of the Planning Commission. The lines are approximately 250' from his house. There will be potentially negative impact on home values. Dominion has not presented any alternative routes. He strongly suggests that the Town question the study materials.
- As the Chair, he would have like to have known this information. He has met with property owners about developments. The Planning Commission is finalizing the Comprehensive Plan and he would like to be kept in the loop as soon as this kind of information is known.

## 6. Consent Agenda

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>SECONDER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

### A. AGI-2014-92 has been moved to Agenda Items

### B. Amend Rules of Procedure - Brian Henshaw

### C. Minutes Acceptance

- Mayor and Council - Work Session - Jul 1, 2014 7:00 PM
- Mayor and Council - Regular Meeting - Jul 7, 2014 7:00 PM
- Mayor and Council - Work Session - Jul 8, 2014 4:00 PM
- Mayor and Council - Continuation Meeting - Jul 10, 2014 6:00 PM
- Committee - Public Safety - Committee - Jul 22, 2014 7:00 PM
- Committee - Finance - Committee - Jul 23, 2014 2:00 PM

## 7. Agenda Items

### A. Planning Commission & ARB Membership

Move to approve the addition of two members to the Planning Commission per the State Code 15.2-2212 that allows jurisdictions in the State of Virginia to have up to fifteen members on the appointed Planning Commission. Furthermore, I move to approve the addition of two members to the Town's Architectural Review Board and authorize the Town Clerk to advertise the open positions to the PC and ARB as soon as possible.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Pam Swinford, Councilwoman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

### B. VML/VACO Investment Pool

Move to adopt Ordinance 20140804-1 authorizing the Town of Haymarket's participation in the VACO/VML Investment Pool Trust Fund for the purpose of investing funds belonging to the Town of Haymarket in certain authorized investments in accordance with Sections 2.2-4501 and 15.2-1300 of the Code of Virginia.

**Discussion:** Aitken informs the Council that this item was discussed in dept at the Finance Committee meeting and that the pool is an established investment pool authorized by the General Assembly.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Pasanello, Aitken

#### C. Invocation Guidelines

The Mayor comments that the Council would like a preamble to this policy. It is suggested that the matter be tabled to September.

**RESULT:** TABLED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Pasanello, Aitken

#### D. Appropriation Request - Sound System - Jennifer Preli

Move to authorize staff to proceed forward to with CTSI's proposal for the installation of new sound equipment within the Council Chambers as a continued effort to provide citizens and visitors with a positive experience when attending Town meetings or utilizing the Town Council Chambers. It is further directed that CTSI perform an evaluation of the potential need for additional speakers, should they be necessary the Town Manager is authorized to add that expense to the contract.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Swinford, Caudle, Morris, Woods, Pasanello, Aitken

## 8. Department Reports

- A. Engineer's Report - Holly Montague
- B. Building Official's Report - Joe Barbeau
- C. Planner's Report - Marchant Schneider
- D. Museum Report - Denise Hall
- E. Treasurer's Report - Staff
- F. Police Report - Chief Greg Smith
- G. Town Manager's Report - Brian Henshaw

## 9. Closed Session

#### A. Enter into Closed Session

Move to enter into closed session pursuant to VA 2.2-3711

A(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, specifically personnel matters of the police department, and

A(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically lease matters pertaining to The Very Thing and The Very Thing...for her



<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

**B. Certification of Closed Session**

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Let the record reflect that Councilwoman Swinford dismissed herself from closed session discussions regarding The Very Thing & The Very Thing...for her.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

**10. Councilmember Time****A. Chris Morris**

Mr. Morris responds to the resident who was concerned that the Town knew about the lines from Dominion. He would like to expand on the website and would like to know if there is there a way where we can traffic information better. He would like us to concentrate on how we can promote matters.

**B. Pam Swinford**

Ms. Swinford thinks we should expand on promoting the Caboose for entertainment, possibly renting it out.

The ARB is working on a welcome sign

**C. Kurt Woods**

Mr. Woods would like us to explore how we can get our residents more involved in the meetings. He believes this to be a communication issue. He would like us to have a welcome packet for new residents.

**D. Matt Caudle**

He reminds he would like the Town to expand on business communication.

**E. Joe Pasanello**

Mr. Pasanello met with Supervisor Candland. One of his primary concerns is the tangible property tax matter. Mr. Candland assured that they are working on solutions for these business who have recently been assessed this tax by the County.

**F. Steve Aitken**

Mr. Aitken would like to work directly with Ms. Leonard & Mr. Watts if there are no objections from Council.

**G. David Leake**

Willing Warriors open house - Send council info

Harrover committee - He believes residents should also serve on this committee he is also aware that some staff members would like to serve.

**Mayor Leake**

Move to adopt the proclamation declaring September 2014 National Childhood Cancer Awareness Month

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Pam Swinford, Councilwoman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

## 11. Adjournment

### A. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>SECONDER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

Submitted:

Approved:

---

 Jennifer Preli, Town Clerk

---

 David Leake, Mayor



# PERSONNEL COMMITTEE

## COMMITTEE ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Wednesday, August 6, 2014

7:30 AM

Council Chambers

A Committee of the Committee - Personnel of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:30 AM

called the meeting to order.

### I. Call to Order

Town Manager Brian Henshaw: Present, Councilman Kurt Woods: Present, Town Clerk Jennifer Preli: Present, Councilman Joe Pasanello: Present.

### II. Discussion Items

#### Call to Order:

With the committee members present, Chairman Woods welcomed the committee to the first meeting. Mr. Henshaw also welcomed the committee and laid out the basis for the committee and the purpose. Mr. Henshaw also stated that the committee is designed to eventually only work on issues that need review that are eventually being forwarded to the Town Council for decisions.

#### Agenda Items:

##### **A. Personnel Policies:**

Mr. Henshaw briefly discussed the current Personnel Policy and stated that one of the first projects this committee would be working on would be the revision of the Personnel Policy. Ms. Preli provided the committee members with a brief background with regard to the history of the current adopted Personnel Policy and how the current version references some issues, but we are exempt from some issues due to our overall jurisdictional size. This led to a brief discussion as to why and how the Police's General Orders are out of sync with the Personnel Policy because it references issues that only apply to larger jurisdictions. Mr. Henshaw and the committee agreed that when the revision is completed, it would be designed and geared towards all employees, including the Police Department.

##### **B. Positions:**

Mr. Henshaw discussed some of the needs he has identified for the coming years and some that will be needed or identified in the coming months. One of these positions is that of a Main Street Coordinator which will be tasked with running and operating the Museum and to see the continued growth and development. This position would also be identified as a person to work directly with the ARB, the businesses within the area and could eventually be responsible for organizing Town events, if the Council decides to move into that direction. Mr. Henshaw also envisions changing the Deputy Clerk to the Deputy Clerk/ Treasurer and is implementing an interim trial of this position currently. If both of these positions are created within the fiscal year, the Town would need to hire an administrative assistant to assist with all office related issues presented on a daily basis.

In general the committee discussed the need for identifying future needs and desires for growing and developing the Town Administration.

##### **C. Historical Problems/ Issues:**

The committee discussed some of the issues that have proven to be impediments to attraction and retention of employees. One area discussed was the idea of continuing education and needed training. Ms. Preli mentioned that some training opportunities with regard to Human Resources and personnel

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)

issues are available online through our VACO Insurance carrier. Mr. Henshaw also stated that he was determined to encourage additional training and continuing education opportunities.

Another area that Ms. Preli brought to the committee's attention, especially with regard to the revised Personnel Policy, was that there are no clear benchmarks for raises or bonuses. A maximum earning potential has also never been identified and suggested that these areas should be addressed.

**Closing Remarks:**

In closing, Councilman Pasanello stated that he thought it would be good for the staff to develop their own mission and goals as a staff. Mr. Henshaw stated that actually staff had been working on that prior to the current Council taking office and that he would bring this to the next Personnel Committee meeting.

Chairman Woods also mentioned the need to establish a more permanent time for the Personnel Committee meetings. Mr. Henshaw noted that this might be a committee that would not need to meet once a month, but rather on a bi-monthly or quarterly basis. Chairman Woods and Councilman Pasanello agreed. Tentatively the committee discussed setting the meeting for the third Wednesday of the month at 5pm. Nothing was officially set and the committee will decide at the next scheduled meeting.

Hearing no additional comments, Chairman Woods adjourned the meeting at 8:35am.



TO: Town of Haymarket Town Council  
 SUBJECT: Zoning Administrator - Zoning Text Amendment  
 DATE: 09/02/14

---

**SUBJECT:** Zoning Text Amendment revising the definition of "Zoning Administrator."

**ISSUE:** Council's resolution to better define the Town's Zoning Administrator and how this position is appointed.

**BACKGROUND:**

- In April 2013 the Town Council hired a part time planner and zoning administrator to address the planning and zoning code enforcement.
- However, even though this action was taken by Council, the definition remained unchanged in the Zoning Ordinance that acknowledged the Town Council as the Zoning Administrator and that essentially the position created only allowed for certain authorities with regard to administrative approval, interpretations and action.
- In an effort to expedite many of our processes with regard to zoning permits, written interpretations and determinations and this draft resolution and zoning text amendment allows the Town Manager appoint the Zoning Administrator.

**DISCUSSION:**

- This is common practice amongst most jurisdictions to place the administrative approvals such as Zoning Permits, interpretations and determinations under the authority of the Zoning Administrator.
- The goal behind the ZTA would allow the Town to expedite many of our processes so as not to have to bring as many approvals through both the Planning Commission and the Town Council for action which would eliminate almost three months of delay.
- Furthermore, the appointed Administrator would also report on all action approved or denied through the course of acting in the best interests of the Town.

**TOWN MANAGER'S COMMENTS: (August 19, 2014)**

- As we are working to turn more of the day to day operations and procedures over to the administration, this is another area where one direct contact source better serves the Town's needs and function.
- The drafted resolution is designed to create a primary contact between the applicant and the Town's appointed Zoning Administrator.

**POTENTIAL QUESTIONS:**

- What would the appointed Zoning Administrator be responsible for?
- How would appointed or elected boards know about the approvals or denials of the appointed Zoning Administrator?

**BUDGET IMPACT:**

- There would be a slightly positive budget impact as this would eliminate some additional meetings as they pertain to planning commission and town council reviews and approvals.

**RECOMMENDATION:**

It is recommended that the Town Council adopt the draft resolution and zoning text amendment.

**MOTION:****Motion of Approval:**

I move to direct the Clerk to advertise a joint public hearing with the Planning Commission for Monday, October 6, 2014 to consider amending the Haymarket Zoning Ordinance as presented and attached.

**ATTACHMENTS:**

- (2) Working Draft-definition of zoning administrator (2) (PDF)



ZONING TEXT AMENDMENT REVISING THE DEFINITION OF "ZONING ADMINISTRATOR"

Formatted: Font: (Default) Arial, 10 pt

WHEREAS, Virginia Code § 15.2-2286 authorizes any locality with a zoning ordinance to provide in the zoning ordinance for the appointment or designation of a zoning administrator to administer and enforce the zoning ordinance, and

WHEREAS, the Town's current zoning ordinance designates the Town Council as the Town zoning administrator, and

WHEREAS, having the Town Council serve as zoning administrator has proven to be, at times, cumbersome for both the Town and its property owners,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this \_\_\_ day of \_\_\_, 2014, in \_\_\_\_\_ session, that the definition of "zoning administrator" (and no other portions of Town Code Section 58-1) is modified as follows:

Sec. 58-1. Definitions.

~~Administrator, the, means the town council, which is charged with the enforcement person appointed by the Town Manager to administer and enforce of this chapter. The Town Manager may also appoint one or more deputy and assistant zoning administrators, who shall perform such duties as may be assigned to them.~~

Formatted: Font: 10 pt

Formatted: Font: (Default) Arial, 10 pt

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this \_\_\_ day of \_\_\_, 2014.  
TOWN OF HAYMARKET, VIRGINIA

ATTEST:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

Motion to approve:  
Second:  
Voting Aye:  
Voting Nay:  
Absent:  
Abstaining:



TO: Town of Haymarket Town Council  
 SUBJECT: Town Credit Card Policy  
 DATE: 09/02/14

**SUBJECT:** Draft Resolution for Council to increase current credit card limit.

**ISSUE:** A resolution to increase the Town's current credit limit and have two additional cards added to the existing account.

**BACKGROUND:**

- In June of 2013 the Town Council adopted Resolution 20130603-1 which authorized the Town Manager to procure one credit card from Fauquier Bank with a limit of \$2,500 and to remain in the possession of the Town Manager.
- The Town Manager was to approve any purchases made on the card and was allowed to authorize others to utilize the card, but done so on an as needed basis.
- There were many reasons why these parameters were placed upon the card. One of the goals was to eliminate expenses being made on the card that were deemed frivolous or unneeded due to the ability to be invoiced or the like.
- Another reason was to better identify spending patterns and the lack of receipt accountability after purchases.
- However, this policy has proven to be somewhat problematic given the nature of purchases in today's economy and the lack of companies providing direct invoices any longer.
- The lower limit also created limitations due to the low amount and there have been instances when timely needed purchases could not be made due to previous legitimate expenses made earlier in the month.

**DISCUSSION:**

- The Town Manager recently reached out to Fauquier Bank to determine the options that the Town might have with regard to creating a corporate card like set up.
- The Bank has informed me of many options; however they cannot proceed with my request until they receive final approval or direction from the Council.
- Staff's recommendation was to raise the current limit on the Fauquier Bank Visa Card from \$2,500 to \$5,000 dollars and obtain two additional cards associated with the card.
- Furthermore, this allows for flexibility in expenditures while providing other options if the single card that is currently being utilized is unavailable due to another staff member using the card, there would still be additional cards available to use. This would also apply in times of staff, elected officials, or appointed away at training or conferences, the administrative office would still maintain an ability to purchase.
- All credit card purchases would need to be accompanied by a receipt.
- The Town Manager is in the process of planning and creating a purchase order process for all departments and purchases over a certain amount. Even is the purchase was to be made using the Town Credit Card, these expenses would still need a purchase order.

**TOWN MANAGER'S COMMENTS: (August 18, 2014)**

- I would also create a policy and procedure for checking out a Town Credit Card with the Interim Treasurer.

**POTENTIAL QUESTIONS:**

- What would the credit limit be?
- Who would be issued charge cards?
- Are these standard practices of other jurisdictions?

**BUDGET IMPACT:**

- There would be no budget impact as all purchases would need to fit within the approved budget as it stands.

**RECOMMENDATION:**

Staff would recommend the adoption of the draft resolution.

**MOTION:****Motion of Approval:**

I move to adopt Resolution 20140902-1 to authorize the Fauquier Bank to raise the current cards limit to \$5,000 and issue two additional cards to the account.

**Motion of Denial:**

I move to deny Resolution 20140902-1 because....

**ATTACHMENTS:**

- (2) Credit Card Resolution September 2, 2014 (PDF)

RESOLUTION 20140902-1

RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO REQUEST FAUQUIER BANK CHANGE THE TOWN'S MUNICIPAL CHARGE CARD

WHEREAS, the Town Council firmly believes in the practices of being fiscally responsible with the residents of Haymarket's resources, including all public funds; and

WHEREAS, the Town sees a need for the occasional use of immediate payment methods where normal procurement procedures are not an option.

NOW, THEREFORE, BE IT RESOLVED this Second day of September, 2014, that the Haymarket Town Council does hereby request of the Fauquier Bank to extend the Town's current credit card limit to \$5,000 and issue two additional cards to that account:

- 1. The Credit Cards shall be imprinted as similar to the sample below as possible:  
Town of Haymarket:

Be it further resolved the following protocols are to be implemented:

- 1. The acting Treasurer shall have possession of the Town Card and may allow Town employees to utilize the cards on as needed basis based upon the internal policy to be implemented by the Town Manager.
- 2. Any Town employee making a purchase with the credit card must provide a receipt so that all purchases can be reconciled each month with each Credit Card's Statement.

ORDER OF THE COUNCIL

ATTEST:

\_\_\_\_\_  
David Leake, Mayor  
On Behalf of the Town Council of Haymarket, Virginia

\_\_\_\_\_  
Jennifer Preli, Town Clerk

MOTIONED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

Voting Aye:

Voting Nay:

Abstain:

Absent:

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)





TO: Town of Haymarket Town Council  
 SUBJECT: Invocation Guidelines  
 DATE: 09/02/14

---

**SUBJECT:** Invocation Policy

**ISSUE:** A policy identified to establish guidelines for invocation for the Town Council.

**BACKGROUND:**

- Council discussed the pros and cons of having an invocation prior to conducting the business of the Town.
- Historically, additions to the Council Agenda are approved and designated by the Town's Mayor.
- However, the Council has discussed that there should be a set of adopted guidelines or parameters for those who are delivering the invocation.
- Staff has reached out and conducted extensive research on how other jurisdictions handle the issue.

**DISCUSSION:**

- Included in your packet is a draft policy of guidelines to be provided to those invited to offer an invocation as part of the regular Council meeting?
- The invocation has historically been offered as a way to prepare the Council members and those in attendance for the solemnity of what is about to take place with regard to governmental process.
- This is not an unheard of practice, however many local governments struggle with maintaining the ability to prepare their minds, but not proselytize during this opportunity.
- In reaching out to other jurisdictions we have realized that they do have a set of guidelines that are followed. Some still invite various guests in while other councils or boards will have their own members offer a thoughtful statement or a word that can be crafted so as not to offend or not welcome any visitor.
- There seems to be no one right or wrong answer and this topic is fairly well discussed throughout the United States.

**POTENTIAL QUESTIONS:**

- Do we need to decide on the issue right now?
- Does the draft guideline cover the issues or concerns we have about adding an invocation?
- Does this present any legal challenges?

**BUDGET IMPACT:**

There is no impact on the budget.

**RECOMMENDATION:**

There is no formal recommendation from staff at this time as the request and recommendation came from Council.

**MOTION:**

**Motion of Approval:**

I move to adopt the draft invocation guidelines as presented as a parameter for which the Town Council will conduct any invocation as part of the regular Town Council meeting.

**Motion of Denial:**

I move to deny the draft invocation guidelines as presented because ...

**ATTACHMENTS:**

- (2) Legislative Prayer Policy - Revised 8-14-14 MRC (PDF)
- (3) Invocation Guidelines (PDF)

Legislative Prayer Policy

Being mindful of the responsibility of all levels of government, as enumerated in Article I, § 16 of the Constitution of Virginia, with the intent to always comply with applicable law and to avoid conferring any particular privileges or advantages on the basis of religion, the Town Council chooses to solemnize its meetings and to create an opportunity to reflect on its responsibilities towards all citizens by inviting representatives of religious organizations in Prince William County to provide an invocation at the beginning of each of its regular meetings, in accordance with the following guidelines:

These guidelines are intended to make sure that any prayer given is sensitive and nurturing to all religious beliefs, traditions and customs in a pluralistic environment. The prayer should be sensitive to all religions and non-religions. Violations of these guidelines may result in the representative not being invited to offer a prayer in the future. These guidelines call for prayer that:

- Seeks the highest common denominator without compromise of conscience;
- Calls upon a divine presence on behalf of the group as a whole and avoids individual petitions;
- Uses forms and vocabulary that allow persons of difference faiths to give assent to what is said;
- Uses universal, inclusive terms for the deity rather than proper names for divine manifestations. Some opening ascriptions are: “Mighty God,” “Our Maker,” “Source of All Being,” or “Creator and Sustainer.” Possible closing words include “Hear Our Prayer,” “In Thy Name,” “or simply “Amen”;
- Remains faithful to the purposes of acknowledging divine presence and seeking blessing; not preaching, arguing, or testifying.

The Town of Haymarket would like to thank you for your participation with the invocation. Please sign below or respond via email to \_\_\_\_\_ to acknowledge your receipt of these guidelines.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)

## TOWN OF HAYMARKET INVOCATION GUIDELINES

The following guidelines were obtained from the office of the U.S. Senate. These guidelines are provided in advance to any clergy presenting or offering the invocation before Senate meetings.

Because the Town of Haymarket includes members of many faiths, the Mayor and Town Council ask that you observe the guidelines for public prayer that have been suggested by the National Conference for Community and Justice. This will make sure that any prayer given is sensitive and nurturing to all religious beliefs, traditions and customs in a pluralistic environment. The prayer should be sensitive to all religions and non-religions and be directed to the name of the God that we each pray to. With this direction, these guidelines call for prayer that:

- Seeks the highest common denominator without compromise of conscience;
- Calls upon God on behalf of the group as a whole and avoids individual petitions;
- Uses forms and vocabulary that allow persons of different faiths to give assent to what is said;
- Uses universal, inclusive terms for the deity rather than proper names for divine manifestations. Some opening ascriptions are: "Mighty God," "Our Maker," "Source of All Being," or "Creator and Sustainer." Possible closing words include "Hear Our Prayer," "In Thy Name," or simply "Amen"; and
- Remains faithful to the purposes of acknowledging divine presence and seeking blessing; not preaching, arguing, or testifying.

---

The Haymarket Town Council would like to thank you for your participation with the invocation. Please sign below or respond via email to [jpreli@townofhaymarket.org](mailto:jpreli@townofhaymarket.org) to acknowledge your receipt of these guidelines.

---

Signature

---

Date





TO: Town of Haymarket Town Council  
 SUBJECT: Management of Leases  
 DATE: 09/02/14

**SUBJECT:** Draft Management of Leases Policy

**ISSUE:** Creation of a policy that allows the Council to authorize the Town Manager to manage and authorize leases to the Town Property on behalf of the Town Council.

**BACKGROUND:**

- Currently all leases or changes of current leases must be approved through Council official action.
- Recently, tenants within one of the Town's properties requested a larger space that was available and wanted to revise their current lease to meet the terms for the new location within the same complex.
- Per current Council policy, this approval of the drafted change of lease would need to be obtained through action of the Town Council during a regular meeting.
- Furthermore, the Town Manager currently serves the Council to negotiate lease agreements, but in order to initiate a new lease; the Council has to approve the lease prior to finalizing the lease agreement.
- Currently, we have had the lease agreement for XTS to take over the available space vacated by QBE upstairs on September 1<sup>st</sup>, but I cannot execute the lease unless I have Council approval and then the Town Mayor would need to execute the lease.

**DISCUSSION:**

- The accompanying proposed policy allows the Council to authorize the Town Manager of the Town to enact new leases and work with existing tenants on any changes desired that do not ultimately violate the intent of the original lease.
- All actions and transactions would be reported to the Town Council.
- Furthermore, all new leases would be discussed and reviewed at the Public Facilities committee level and if it was determined that the lease produces some unique circumstances that the remainder of the Council should review, the terms of the lease would be forwarded to the Council as a whole to review.
- However, if the lease or the terms were determined to be fairly minor, the public facilities committee would most likely follow the direction recommended by the Town Manager.
- The proposed policy allows the Manager to move the lease negotiation or change process more quickly to better serve the tenant.

**TOWN MANAGER'S COMMENTS: (August 19, 2014)**

- Ideally the Town would be better off transitioning away from participating rental business.
- However needing some of these facilities for future uses, this is one method of making use of the excess facilities until such time that they are needed for municipal use.
- The draft policy allows the Town Manager to act as the Town's primary business manager and would allow the person in this position to better manage the Town's properties and make nominal changes that will not ill affect the position of the Town.
- This makes the management of the day to day operations smoother from the standpoint of tenant/ landlord relations.
- Finally, it would be upon the appointed manager to work with the public facilities committee with

regard to any newly established leases, while providing the ability to approve previously negotiated leases that benefit the Town.

**POTENTIAL QUESTIONS:**

- Would all leases go to the Public Facilities Committee?
- Could the Town Manager authorize distinctive changes to an established lease agreement?
- Does this expedite our current practices?

**BUDGET IMPACT:**

- There is no impact on the budget through the adoption of this policy.

**RECOMMENDATION:**

I would recommend that we adopt the management of leases policy.

**MOTION:****Motion of Approval:**

I move to adopt the Management of Leases Policy as written.

**Motion of Denial:**

I move to deny the Management of Leases Policy...

**ATTACHMENTS:**

- (2) Management of Leases Policy (August 25, 2014) (PDF)



### **DRAFT POLICY (August 25, 2014)**

#### **Management of Leases Policy:**

The Town Council firmly believes that the position of Town Manager was created to handle the day to day business needs and transactions of the Town. Therefore this policy is designed to authorize the Town Manager to primarily work with tenants with existing lease agreements and to negotiate new leases with prospective tenants. The following points express the power and authority of the Town Manager with regard to the management of leases for the Town of Haymarket.

- Authority to sign lease agreements as drafted by the Town's Legal Counsel between private third party tenants and the Town on behalf of the Town Council after the Town Attorney's legal review and attested by the Town Clerk;
- Authority to negotiate new lease agreements in conjunction the Town's legal council with prospective tenants and present the terms to the appointed Public Facilities Committee;
- Provided there are no unique circumstances that the appointed committee feel differentiate from the Town's standard lease, the Town Manager has the authority to enact the lease agreement provided all other items that are outlined in policy are met;
- If circumstances exist that create an unique agreement between the tenant and the Town, the Manager or the appointed committee may forward the review of the lease terms to the Town Council as a whole at its next regular scheduled meeting;
- Authority to work with existing tenants with regard to minor changes to the terms of the lease provided the Town's legal counsel is consulted and a report of the changes is provided to the appointed Public Facilities Committee and forwarded to the Town Council if determined necessary by the committee;
- Authority to transfer a lease with an existing tenant to another Town owned property if available, provided consultation with Town's legal counsel is obtained to make the proper changes to the legal language of the original lease agreement;
- Authority to inquire with a professional realtor's service to better identify a "fair market rate" for an available property;
- Requirement of all lease agreements to be reviewed by legal counsell and signed and attested by Town Clerk;
- Authority to advertise vacant properties as need arises. Advertisement would not be necessary if there is identified need for future use or the Town Council desires a different use of the property to better serve the Town's needs.

These policies were discussed and approved by the Town Council and therefore can be altered or changed to better meet the needs and desires of the Council as they better identify the direction and use of Town owned property at that time.



TO: Town of Haymarket Town Council  
 SUBJECT: Attorney Contact Policy  
 DATE: 09/02/14

**SUBJECT:** Draft Policy Attorney Contact Policies

**ISSUE:** The following is a draft policy for Town Council, appointed officials and staff to follow with regard to contacting the Town Attorney or legal representatives.

**BACKGROUND:**

- Currently there are no parameters or guidelines for contacting the Town Attorney or legal representation of the Town. Therefore, our Town Attorney or representatives are being reached from various members of the Town's elected body, appointed officials and staff and creating a level of confusion about direction for the Town's legal representation.
- The Town's law firm has brought this concern to the Town and I have been working on creating a potential policy or getting sample internal policies from the law office from other jurisdictions.
- In our research we have found that other jurisdictions truly do not have written policies that Martin can find, but there are some general understood parameters.
- A lot of this has been created because of various reasons. First this is the first time the Town has hired a law firm, opposed to an individual attorney. Secondly, in the not too distant past, the Council has had been more involved with the everyday and contractual issues for the Town.
- This draft policy was created as a starting point to establish some parameters for Attorney Contact.

**DISCUSSION:**

- Council members, appointed officials and even staff should be able to contact the Town Attorney when a legal opinion is needed.
- The goal of the policy is not to eliminate contact, but attempt to establish better routes of communication and levels of determination as to when direct contact is needed verses it can wait and be directed through the proper person to be in contact with the Town's legal representation.
- The drafted policy identifies an approach for citizens, appointed officials, staff (both administrative staff and the police department), and Town Council.
- The policy would be self- enforced by members of Council, appointed officials, and staff. However, information provided by the Town's law firm as to its success.

**TOWN MANAGER'S COMMENTS: (July 24, 2014)**

- With regard to the importance of this policy, it is my opinion that this is a needed policy or version thereof.
- It is very difficult to try and answer to multiple viewpoints when tasked to answer to one body as a whole.
- Furthermore, this places the attorney or legal representative into the position of determining if the inquiry is based upon a general concern of the entire Council, appointed officials or staff.
- With that being said, there are questions or concerns that arise that an individual representative of the Town, be it elected, appointed or staff may indeed have a need to correspond directly with the Town Attorney or legal representative, and these opportunities should be allowed, through a proper procedure.

**POTENTIAL QUESTIONS:**



- Do we need to do this?
- What do other jurisdictions do?
- How does this policy affect communication with the Town Attorney?
- Can the attorney contact individuals associated with the Town?
- Is this policy enforceable?

**BUDGET IMPACT:**

This policy should have a positive effect on the adopted 2015 fiscal budget.

**RECOMMENDATION:**

I would recommend that we adopt this policy or some variation thereof as an effort to curtail our legal expenses associated with the high volume of attorney contact.

**MOTION:****Motion of Approval:**

I move to adopt the draft of the Attorney Contact Policy as a method of monitoring and curtailing the amount of direct individual contact with the Town's Attorney or legal representation as a means of acting more on behalf of the Town's Committees as one body and organization.

**Motion of Denial:**

I move to deny the draft of the Attorney Contact Policy because...

**ATTACHMENTS:**

- (2) Attorney Contact Policy (Draft - July 29,2014) (PDF)



### ***DRAFT*** –Attorney Contact Policies:

In general council members are all allowed to contact the Town Attorney in cases of emergency situations where a legal opinion is needed in an expedited manner. However, the following guidelines are being applied in order to curtail the direct contact and the discontinuity that is created when the Town Attorney or representative of the Town’s law firm is contacted by multiple members of Town Council, appointed officials, or staff. There are some issues where members of the Council and/or Staff need direct contact for a legal opinion; however the policies identified will also provide a procedure and path to obtain the answer or legal opinion being requested.

#### ***Citizens:***

- Citizens in general should only contact the Town Attorney or law firm through the Town’s administrative staff.
- This can be accomplished by working with the Town Manager or Town Clerk or their identified representative in times of absence.
- Town staff will assess the issue and determine if the concern or question can wait until a regularly scheduled monthly meeting with the Town Attorney or law firm.

#### ***Appointed Officials:***

- Appointed officials of the Town should contact the Town Attorney or law firm through the use of staff that serves their particular board for the Town.
- Should the Town Attorney or law firm need further clarification on the subject of interest, the Town Attorney will reach out to the appointed local official directly.
- In general, the Town Council does not believe that appointed officials of the Town should have direct communication with the Town Attorney or legal staff, unless the Town Attorney determines otherwise.

#### ***Staff Members:***

- In general, all communication shall be coordinated with the Town Attorney or legal staff through the Town Manager.

- The Town Manager is to have an established time to meet or discuss Town business or concerns with the Town Attorney or staff at minimum of once a month, as needed.
- The Town Manager can authorize staff to directly work or contact the Town Attorney or legal staff as it relates to their position and the various ways they serve the Town on a day to day basis. However, the Town Manager also strongly suggests that in these circumstances that all correspondence with the Town's legal representatives is limited to strategically planned communications on as needed basis.

***Police Department:***

- In general, all communication shall coordinate with the Town Attorney or legal staff through the Police Chief.
- However, Officers are authorized by the Chief to discuss cases and case load with the Town's Prosecuting Attorney at a predetermined general time, unless the Prosecuting Attorney contacts the officer directly.

***Town Council:***

- In general, all communication shall be coordinated with the Town Attorney or legal staff through the Town Manager or Mayor.
- General questions, concerns or issues that are not of an urgent matter, should be brought to the Town Manager and the Town Manager will discuss and obtain the needed information during the Attorney and Manager's regular monthly meeting.
- If there is a subject that requires some discrepancy from the Town Manager, Council members shall approach the Mayor with their questions, concerns or issues for the Mayor to discuss and obtain the needed information during the Mayor and Attorney's regular monthly meeting.
- The Mayor can authorize members of Council to work directly the Town Attorney or legal staff if the Mayor believes that the direct communication will yield more efficient results.

The goal of this policy is to encourage better management of communication and efficiency of Haymarket's legal representation to better serve the needs of the Council, appointed officials and town staff.



TO: Town of Haymarket Town Council  
 SUBJECT: Council Pay Structure Policy  
 DATE: 09/02/14

**SUBJECT:** Draft Policy for Town Council Pay Structure

**ISSUE:** Councilman Caudle raised this issue during his Council Member time at last month's meeting. Having been looking into this issue for the council and working with our Attorney's, staff has drafted a policy for the Town Council Pay Structure for the Council to consider.

**BACKGROUND:**

- The current policy pays Council members \$100 per meeting (\$125 for the Mayor), no matter how many meetings they call or have. These meetings include any special committees or standing committees created.
- This issued was raised prior to this Council taking office, with regard to reasons ranging from some of the Council members being allowed to deny the compensation to some inquiring if we could move to a stipend.
- As Town Manager, I looked into the idea of creating a stipend with the assistance of our Town Attorney and it was determined that stipend could be deemed a "raise" and could be implemented, but it would not take effect until after the next election.
- The draft policy presented is allowed in that it follows the intent of the Charter and current policies while at the same time placing a cap on the total compensation, staying within the budget, therefore not constituting a raise.

**DISCUSSION:**

- In general, there are many reasons to consider this policy as a council.
- This says that council members are compensated for their service, however it also states that there is an element of service to the public and that if more than two meetings are required during the month in order to reach the best determination for Town business or concerns, these meetings are not being scheduled for the compensation alone, or at minimal relieves the perception of the issue.
- It is important to understand that, this policy would only be a guiding policy for this Council. This policy would not change the charter and the next elected council would not necessarily need to follow this adopted policy.
- As stated before, this policy as drafted gets the Council closer to creating a stipend, but if a Council member is absent from a meeting, they would not receive the compensation.
- This policy only creates a "cap" to the total amount of compensation each member receives.
- As drafted this policy would not constitute a raise, however the proposed policy did not include the Mayor's monthly stipend and therefore a budget amendment will be needed to cover the difference.
- In general, the line item in the 2015 fiscal budget was underfunded. The Mayor's stipend and scheduled meetings alone would slightly exceed the current budget.
- The draft policy is a starting point for discussion.

**TOWN MANAGER'S COMMENTS: (July 24, 2014)**

- With regard to this particular policy, I will defer to your direction as a council.
- Ultimately, if the Council believes it is in the Town's best interest to move to a stipend for its



elected officials, this will require a Charter change.

- A Charter change can be accomplished, however there are many other changes that are needed and I would recommend that we do them all at once.

**POTENTIAL QUESTIONS:**

- Do we need to do this?
- The special meetings of the past councils are not considered raises, why?
- Should we place a cap on the other Town boards, such as PC or the ARB?

**BUDGET IMPACT:**

- The proposed policy is within the budget in general and would not constitute a raise for the members of Council. However, the proposed policy did not include the Mayor's monthly stipend and therefore a budget amendment will be needed to cover the difference. The 2015 fiscal budget was underfunded for this line item. The Mayor's stipend and scheduled meetings alone would slightly exceed the current budget.

**RECOMMENDATION:**

It is recommended that as a first step to creating a stipend for compensation, this would be an appropriate direction in which to proceed. It is also recommended to maintain continuity throughout your boards and establishing a cap as well. I would recommend that doubling their compensation rate would be an appropriate cap based upon how often the committees meet more than once a month.

**MOTION:**

**Motion of Approval:**

I move to adopt the draft of the Town Council Policy for Pay Structure as this keeps the Town Council within our fiscal budget as adopted.

**Motion of Denial:**

I move to deny the draft of the Town Council Policy for Pay Structure because...

**ATTACHMENTS:**

- (2) Town Council Pay Structure Policy (Draft - August 25, 2014) (PDF)



***DRAFT*** –Town Council Pay Structure Policies:

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.



TO: Town of Haymarket Town Council  
SUBJECT: Town Center Property Recommendation  
DATE: 09/02/14

---

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
SUBJECT: Planner's Report  
DATE: 09/02/14

---

**ATTACHMENTS:**

- Planner Report 09-2014 (PDF)

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)



- Permits. A zoning permit was approved for a dog beauty parlor at 6601 Jefferson Street. The business is anticipated to open later this fall.
- Comprehensive Plan. Staff continues to work with the Planning Commission regarding interim updates to the Comprehensive Plan. Review of the recommended revisions by the Council is expected later this fall.
- Parking Study. Staff met with the consultant to review the draft study and recommendations. Several edits were suggested. The consultant will updating the study and will provide a final report early fall.
- Development Plan Review Status. Please see below.

PROJECT NAME	DESCRIPTION	STATUS
<b>HAYMARKET INDUSTRIAL PARK / PARCEL A-1 / SIGNATURE COMPANIES</b>	Site plan upgrades associated with enclosure of loading bays	Staff review of "interim" second submission materials complete. Awaiting Applicant response
<b>ROBINSON'S PARADISE REZONING</b>	Residential rezoning from R-1 to R-2 to permit up to 26 small lot single-family homes	Staff review of the Applicant's second submission is complete. Awaiting Applicant response.
<b>HAYMARKET SELF STORAGE</b>	Special use permit and site plan for outdoor storage of vehicles and equipment	Engineer review of the Applicant's second submission complete. Planner comments pending.
<b>SHEETZ REBUILD</b>	Special use permit, zoning text amendment, and site plan for rebuild of convenience store and pump islands	Staff review of the Applicant's first submission is complete. Awaiting Applicant response.
<b>CHICK-FIL-A</b>	Special use permit, zoning text amendment, and site plan for fast food restaurant with drive thru	Staff review of the Applicant's second submission is complete. Awaiting Applicant's response.
<b>HAYMARKET ICE RINK FINAL SITE PLAN</b>	Site plan for addition of second ice rink	Staff review of first submission complete. Awaiting Applicant response
<b>HAYMARKET INDUSTRIAL PARK / PARCEL B / ROSE</b>	Site plan upgrades associated with change of use	Inactive

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
 SUBJECT: Treasurer's Report  
 DATE: 09/02/14

- The current Year-to-Date Profit & Loss and Balance Sheet are attached. To date, there are no areas of concern in the Budget.
- The Town has contributed \$100,000.00 to the Virginia Investment Pool.
- August 1, 2014, the Principal and Interest payment was made on the General Obligations Bonds to Carter Bank in the amount of \$173,608.78. February 1, 2015, an Interest Only payment will be made.
- Street Scape Expense Update: The signed contract with Finley Asphalt was for \$1,663,470.03. To date, we have made nine payments, to a total of \$752,421.96.
- Mortgage Companies have been notified via phone calls, regarding the change in due date for the Real Estate Tax bills. A mass mailing will be sent out prior to the billing of the 2014 Real Estate Taxes, informing them in writing of the change in date. On the 2014 Tax bills, the new due date will be highlighted.
- There has been a parcel in the Town, 6701 Hunting Path Road, where the Real Estate Tax has never been paid. This was formally owned by National Capital Christian Broadcasting. A Tax Sale was held in April 2014. The outstanding balance due to the Town prior to the Tax Sale was \$11,841.44. Due to a deficiency in the value of the property, a payment of \$6,482.17 was made to the Town. Therefore, a Resolution authorizing the "write off" of the remaining balance of \$5,359.27 is required.

**ATTACHMENTS:**

- Treasurer Report for 9-2-2014 Meeting.docx (PDF)

3:42 PM  
08/20/14  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
**July 2014 through June 2015**

	Jul '14 - Jun 15	Budget
Ordinary Income/Expense		
Income		
GENERAL PROPERTY TAXES	903.42	302,915.00
OTHER LOCAL TAXES	114,693.71	1,097,000.00
PERMITS,FEES & LICENESES	3,237.00	39,100.00
FINES & FORFEITURES	3,123.45	75,000.00
REVENUE FROM COMMONWEALTH	42,242.46	190,498.00
MISCELLANEOUS	1,422.87	11,500.00
RENTAL (USE OF PROPERTY)	26,378.53	207,215.00
INTEREST ON BANK DEPOSITS	256.53	
TRANSFER OF CASH RESERVES	0.00	724,757.00
SAFETY LU/MAP 21 GRANT	169,543.26	590,479.00
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00
PEDESTRIAN IMPROVEMENT GRANT	1,330.00	90,000.00
Total Income	363,131.23	3,359,264.00
Gross Profit	363,131.23	3,359,264.00
Expense		
01 · ADMINISTRATION	108,354.02	614,743.00
03 · PUBLIC SAFETY	122,579.04	699,398.00
04 · PUBLIC WORKS	29,181.26	196,800.00
07 · PARKS, REC & CULTURAL	5,846.52	59,420.00
08 · COMMUNITY DEVELOPMENT	3,216.48	48,100.00
09 · NON-DEPARTMENTAL	173,608.78	196,818.00
94100 · WASH ST. ENHANCEMENT PROJECT	259,541.62	782,410.00
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	38,500.00
TOWN CENTER MASTER PLAN	0.00	500,000.00
HARROVER MASTER PLAN	0.00	50,000.00
PEDESTRIAN IMPROVEMENT PROJECT	1,330.00	90,000.00
General Reserve	0.00	83,075.00
PERSONNEL	262.99	
Total Expense	703,920.71	3,359,264.00
Net Ordinary Income	-340,789.48	0.00
Net Income	-340,789.48	0.00

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)

3:43 PM  
08/20/14  
Accrual Basis

**Town of Haymarket**  
**Balance Sheet**  
As of August 20, 2014

	<u>Aug 20, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	382,255.08
11000 · CD's & Money Market Funds	<u>1,202,732.41</u>
<b>Total Checking/Savings</b>	1,584,987.49
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	195,687.85
12010 · A/R Permits	881.80
12020 · Delinquent Real Estate	<u>15,482.17</u>
<b>Total Accounts Receivable</b>	212,051.82
<b>Other Current Assets</b>	
Virginia Investment Pool	100,000.00
13000 · Allowance for Doubtful Accounts	-22,877.42
Prepaid Expenses	22,156.00
1499 · Undeposited Funds	<u>26,263.67</u>
<b>Total Other Current Assets</b>	125,542.25
<b>Total Current Assets</b>	1,922,581.56
<b>Fixed Assets</b>	
2500 · General Property	3,062,281.72
2600 · Rental Property	<u>1,195,190.73</u>
<b>Total Fixed Assets</b>	4,257,472.45
<b>TOTAL ASSETS</b>	<u><u>6,180,054.01</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	23,278.87
<b>Total Accounts Payable</b>	<u>23,278.87</u>
<b>Credit Cards</b>	
Town Credit Card - 5979	1,200.71
<b>Total Credit Cards</b>	<u>1,200.71</u>
<b>Other Current Liabilities</b>	
VA Dept of Housing & Comm. Dev.	102.30
Accrued Leave	21,358.89
2100 · Payroll Liabilities	1,486.24
Security Deposits	28,942.65
Escrow Deposits	<u>12,526.00</u>
<b>Total Other Current Liabilities</b>	64,416.08
<b>Total Current Liabilities</b>	88,895.66
<b>Long Term Liabilities</b>	
General Obligation Bonds	1,853,547.00
<b>Total Long Term Liabilities</b>	<u>1,853,547.00</u>
<b>Total Liabilities</b>	1,942,442.66
<b>Equity</b>	
30000 · Unrestricted Net Assets	4,471,636.66
31000 · Restricted Net Assets	71,200.00
Net Income	<u>-305,225.31</u>
<b>Total Equity</b>	4,237,611.35
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,180,054.01</u></u>

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)





VANDERPOOL, FROSTICK & NISHANIAN, P.C.

*Solutions from lawyers you trust*

August 15, 2014

Brian Henshaw  
Town Manager  
Town of Haymarket  
15000 Washington Street  
Haymarket, Virginia 20169

RE: National Capital Christian Broadcasting, Inc.  
6701 Hunting Path

Dear Brian:

Enclosed is a copy of the Order of Distribution of Tax Sale Proceeds and check no. 5209 in the amount of \$6,482.17. This is only a partial payment for taxes due on the captioned property due to a deficiency in the value of the property. The Town should now release the property from the balance of taxes. The remaining tax balance remains personally owed by the previous owner. The Town records should reflect no delinquent tax lien on the property.

Sincerely,

Martin R. Crim

MRC:jjk  
Enclosures

**RECEIVED**

AUG 18 2014

TOWN OF HAYMARKET



TO: Town of Haymarket Town Council  
 SUBJECT: Engineer's Report  
 DATE: 09/02/14

### Enhancement Project

- The revised schedule that the Contractor has submitted shows substantial completion (roadwork and sidewalk) by Haymarket Day and project completion the week of October 6. The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion.
- Town Staff informed the Contractor that they must submit a Request for Contract Time Extension per the contract documents that includes addressing the delays due to the utility conflicts as well as addressing days that they did not work when they could have if they want a Contract Time Extension without the \$1,000/day Liquidated Damage provision. At the time of this report, the Town has not received a Request for Contract Time Extension.

### I-66 Widening Project

- VDOT held a "Pardon Our Dust" meeting at Town Hall at 7 p.m. on Tuesday, August 12, for the public to come and hear about the Old Carolina Road bridge closure and Catharpin Road bridge reconstruction.
- The current schedule has the Old Carolina Road bridge closed from September 22 (the Monday after Haymarket Day) through Spring of 2016.

### I-66/Route 15 Interchange Project

- At the beginning of the Agenda Meeting, VDOT presented to the Town Council per Town Council request the I-66/Rte 15 Diverging Diamond Interchange concept and the concept of switching the shared use path from the east side of the interchange to the west side of the interchange.
- Please let Town Engineer know if the Town Council wants the agenda items put on the Final September Town Council Agenda for supporting the Diverging Diamond Interchange and/or supporting the switch of the shared use path from the east side of the interchange to the west side of the interchange.

### Access Improvements to the Southern Railway Caboose

- Final Approval to Advertise for Construction was received from VDOT.
- The project was Advertised for Construction on August 21 with bids due September 22.

### Site Plans

- Alexandra's Keep Drainage Issues: DR Horton is in the process of scheduling the work to begin this week.
- Chick-Fil-A: The Special Use Permit has been resubmitted. An amended site plan has also been submitted. Engineer Comments were returned to the applicant August 14.

- Haymarket Ice Rink: The Final Site plan first submission to add an additional rink has been submitted. Comments were returned to the applicant on July 18.
- Haymarket Self-Storage: Preliminary Plan second submission to provide landscaping, SWM and paved parking area has been submitted. Engineer comments were returned to the applicant on July 24.
- Robinson's Paradise: The Preliminary Plan second submission to revise the site layout has been submitted. Engineer comments were returned to the applicant July 25.
- Sheetz: First submission comments to revise the site layout were previously submitted to the applicant. Town Staff is awaiting site plan resubmittal.
- Signature Kitchens: Follow up clarification on first submission comments was requested from the applicant and clarification provided on June 27. Town Staff is awaiting site plan resubmittal.



TO: Town of Haymarket Town Council  
SUBJECT: Building Official's Report  
DATE: 09/02/14

---

**ATTACHMENTS:**

- Building Inspector - Report for the Month of August 2014 (PDF)



**Inspections Report for the Month of August 2014, for the Town of Haymarket, by Joseph E. Barbeau, Jr., Interim Building Official and Inspector.**

**Permits Issued:**

August 11:

- 6640 Fayette Street, Plumbing Permit issued to connect water service to County Public Water Supply.
- 14981 Gossom Manor Place, Gas Permit to install outdoor fireplace.

August 21:

- 6601 Jefferson Street, Building Permit for Tenant fit out for Dog Grooming Studio.
- 6601 Jefferson Street, Electrical Permit for additional outlet and two additional 'exit' signs.

**Certificates of Occupancy Issued:**

No Certificates of Occupancy were issued this month

**Inspections:**

August 4:

- 6905 Jockey Club Lane, Final Inspection for installation of deck, Approved.

August 6:

- Pace West School Building, Rough Inspection of Structural and Plumbing for work being performed in the St. Paul's School area. Both Approved.

August 11:

- Pace West School Building, Rough Plumbing Inspection for new bathroom in 2 year old classroom, Approved.
- Winterham Mansion, Rough Frame Partial to allow floor closure, Approved.
- 6640 Fayette Street, Plumbing inspection to connect water service to County Public Water Supply, Approved.
- 14981 Gossom Manor Place, Gas Inspection on installation of outdoor fireplace underground supply line, Approved.

August 13:

- 6640 Fayette Street, Rough Inspections for Gas, Plumbing, Electrical, and Structural work, Approved.

August 21:

- 6640 Fayette Street, Insulation Inspection/ Wall closure, Approved.
- 14981 Gossom Manor Place, Gas Inspection on installation of outdoor fireplace appliance installation and tie-in to main, Approved.

**Document Review:**

Reviewed and filed Elevator Inspection Certification for the Remax Building at 15100 Washington Street. Certification good through 2/28/15.

**Actions:**

Code review and Decision for Pace West School Building regarding the discontinuance of an exit egress from the Stage. The Code disallows such discontinuance as it requires that any stage have two means of Egress. This interpretation was forwarded to Dr. Landry with the recommendation that he confer with his Architect to find an alternative solution.

At Brian's request I investigated a complaint of work being done in the Sherwood Forest development concerning a neighbor digging beyond his property line. After an on-site visit by myself and Brian, and a return to this neighborhood, it was determined that representatives of DR Horton had been on-site to remove sump pump lines from two homes that were causing a flooding issue in the yard of a property

owned by one Mr. Kim. Confusion had been caused due to the DR Horton workers not providing advance notice of their intent. I met with two owners of the three affected properties, to determine the issue and both were acceptable of the work performed and happy for the Town's follow-up on this matter. In a meeting with the Property Manager at Winterham mansion on the 29th of July, I refused to accept the work that had been done by their contractor due to issues of workmanship and materials used. Also discussed was the habit of leaving this site unsecured during times of inactivity. As a result of this meeting the contractor has been replaced and the work is now being performed in more professional manner. The unacceptable work has been redone correctly, and this project is once again moving forward.

**Recommendations:**

No current recommendations to the Council at this time.

**Other:**

This department continues to work with the other Town departments to ensure that we are working in unison for the Town's best interest. To this end I have had conversations with Marchant Schneider regarding the on-going work at the Winterham Mansion, the Pace West School Building, and the Chick-fil-A Restaurant. I have also had numerous conversations with Holly Montigue regarding on-going storm water issues at Alexandra's Keep and Sherwood Forest, to work to resolve these with the developer DR Horton. It is the goal of this department to present a unified front with regards to the Town's interests; and to work with these other departments to ensure that we support their efforts and build strong lines of communication between us.

In the up-coming month I believe that I will have to act to ensure that the owner of the derelict property on Fayette Street (abandoned grey structure with the fencing surrounding it) makes efforts to secure parts of this structure that are in danger of collapse. The porch area closest to the Museum is of great concern and I do not believe that it can safely bear any snow load during this up-coming winter. If this owner is not willing to comply, it may take further action to ensure the Public Safety. Our choices may be limited by the proximity of this structure to the street, and at this time I would not want to raze this structure as an alternative due to its age and significance. I will study the options available to us and prepare a report for next month's meeting to address this issue. In this way we can be prepared to make this effort in advance of the winter weather.

**End of Report, submitted on August 21, 2014.**



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 09/02/14

---

**ATTACHMENTS:**

- Police Report 09-2014 (PDF)
- PD - Knupp Commendation (PDF)

**Haymarket Police Department**  
**Police Statistics for**  
**May, June, & July 2014**

<b>Activity</b>	<b>May</b>	<b>June</b>	<b>July</b>
<b>Mileage</b>	<b>3840</b>	<b>3269</b>	<b>4180*</b>
<b>Parking Tickets</b>	<b>6</b>	<b>28</b>	<b>4</b>
<b>Uniform Traffic Summons</b>	<b>74</b>	<b>71</b>	<b>88</b>
<b>Criminal Felony</b>	<b>0</b>	<b>5</b>	<b>1</b>
<b>Criminal Misdemeanor</b>	<b>4</b>	<b>4</b>	<b>1</b>
<b>Reports</b>	<b>11</b>	<b>8</b>	<b>7</b>
<b>Complaints</b>	<b>208</b>	<b>143</b>	<b>287</b>
<b>Accidents</b>	<b>4</b>	<b>4</b>	<b>3</b>
<b>Hours Worked</b>	<b>831.5</b>	<b>683.5</b>	<b>912.55*</b>

\* Does Not Reflect Interim Chief's Mileage or Hours worked

During the month of July 2014 The Haymarket Police Department participated in the following:

Officers assisted with Stars n Stripes Celebration  
 Officers assisted VDOT during special work zone detail  
 Officers conducted foot patrols  
 Officers made contact with children to warn them against dangers of playing in street

Final preparations were made for the Annual National Night Out Celebration

### Criminal Stats for July 2014

1. Suspicious Person = 10
2. Mental Subject = 1
3. Protestors = 1 (Sheetz)
4. Suspicious Vehicles = 7
5. Larceny = 1
6. Alarm Calls = 10
7. Runaway = 1 (TOT PWC)
8. Assisted Fire = 2
9. Assisted w/bat in office = 1
10. Accidents = 7
11. Vandalism = 1
12. DUI BOL = 4
13. Reckless BOL = 1
14. Assist VSP = 2
15. Assist PWC = 10
16. Citizen Assist = 4
17. Traffic Obstruction = 6
18. Motorist Assist = 7
19. Assault = 1
20. Suspended Driver = 1
21. Property Check = 1
22. Parking Violation = 1
23. Open Door = 2
24. Disorderly = 5
25. Assist RR = 1
26. Welfare Check = 1
27. Domestic = 1
28. Check Fraud = 1
29. Assist Game Warden = 1





The Town of  
**HAYMARKET**  
 Established in 1799-

*Police Department*  
 Chief of Police, James E. Roop

August 6, 2014

TO: Ms. Donna Knupp  
 Administrative Assistant

FROM: Greg P. Smith *GPS*  
 Interim Chief of Police

RE: Commendation

I want to formally commend you for your efforts in coordinating this year's National Night Out Event, held August 5<sup>th</sup> 2014. It should not go unnoticed that the various uncertainties resulted in you only receiving the go ahead to proceed a mere **three weeks ahead of time**. That you successfully pulled together what you did was outstanding.

By all accounts, the event was highly successful and provided a valuable opportunity to interact with the community.

We are proud of what you did and you are commended for your dedication and effort.

CC: Town Manager  
 Mayor and Town Council

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)





TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 09/02/14

---

**XTS Lease Agreement and future lease agreements:**

- Report and Draft motion included in packet.

**The Very Thing: (Closed Session Item)**

- Staff will have desired information as directed, for the regular Council meeting.
- Letter from Tenant, Report and Recommendation included in packet.

**Zoning Text Amendment (Definition: Zoning Administrator)**

- Report, Draft language and recommendation included in the packet.

**Banking Needs Resolution**

- Report, Draft Resolution and recommendation included in the packet.

**Draft Policies for Consideration:**

- Draft Policy for Council Pay Structure and motion included in packet.
- Draft Policy for Council/ Staff Attorney Contact. Motion included in packet.

**Town Center Master Plan Engineering Design Recommendation:**

- At the time of this report, the interviews have not been completed.
- Staff will provide a recommendation for implementation at the regular Council meeting.

**Updates:**

**Business Open House:**

- At the time of this report, the Business Open House is scheduled for Friday, August 22, 2014 from 8:30am-10:00am.
- I will provide an oral report on this at the regular Council meeting.

**Sub-committee meetings:**

- I am very pleased to be working with sub-committees.
- To this date all of the sub-committees have met.
- Only the finance sub-committee has set a standing meeting date, which is the 3<sup>rd</sup> Wednesday of the month at 2:00pm, if needed.
- Some of the sub-committees have determined that it might be more appropriate to meet on a bi-monthly or quarterly basis. They have all agreed to set another meeting date and discuss and make a decision about their meeting schedule.
- The minutes from the Public Facilities, Personnel, and Finance committee meetings are included in your packet.
- The Public Facilities committee will be setting up a meeting with the residents in the Streetscape construction project to hear concerns and suggestions.

**RFP's:**

- We have released two additional requests for proposals.

- The first RFP will be for on-call Planning Services. This will be an ongoing contract with a planning and consulting firm for work to be done to further the policies and ordinances of the Town's planning documents or other planning needs as addressed.
- The second RFP will for the Harrover Master Plan. The RFP will be designed at hiring a firm to assist the Town in developing a strategic long range plan for the Town's Harrover Property.

**Fall Retreat:**

- Scheduled for: **Saturday, September 27<sup>th</sup> from 8:30am- 4pm at Sky Meadows State Park at the Timberlake House.**
- Michael Chandler will be joining us to facilitate the retreat.
- The goal of the retreat is to establish a unified vision and set of goals for the two year term of this council.
- We have also scheduled a "Company Picnic" following the retreat from 5-7pm at Sky Meadows State Park. I will be getting more information out in the coming weeks.

**Project Updates:****Old Post Office**

- Has not been completed as of yet. The contractor has been delayed on a long-term project.
- If I do not get a response within the coming weeks, I will move onto the next contractor in the bid process.

**VML Conference:**

- The VML Conference registration has been opened up.
- I would highly recommend the conference if you are able to get away.
- The conference this year is in the City of Roanoke, VA, October 5-7.
- If you are interested in attending, please get in touch with Jen or me and we will take care of your arrangements.
- This is an excellent continuing education opportunity.

**Policies and Procedures Review:**

- With the previous Council I have begun reviewing and revising several policies.
- I intend to pick this up where I left it with them and I will work within the committees as they are appropriate.
- This process is to better identify and define our policies and procedures.

**ICMA National Conference:**

- I will be attending the National ICMA Conference in Charlotte, NC the week of September 14-17.
- I will be taking and sitting in on several excellent training sessions and will sharing some of my experiences with you upon my return from the conference.
- This is an excellent opportunity to network and continue to learn from fellow professional managers from around the country.



TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 09/02/14

---

The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose:

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)



TO: Town of Haymarket Town Council  
SUBJECT: Certification of Closed Session  
DATE: 09/02/14

---

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: To the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

Attachment: 09-02-2014 Draft TC Agenda Packet (1997 : Draft Town Council Agenda)