



TOWN OF HAYMARKET TOWN COUNCIL
PUBLIC HEARING/REGULAR MEETING
~ AGENDA ~

Kimberly Henry, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, February 6, 2023

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance

III. Invocation: Pastor Don Meeks - Greenwich Presbyterian Church

IV. Community Spotlight: A Farm Less Ordinary - Greg Masucci

V. Public Hearing

1. Public Notice
2. Citizen Comment

VI. Close Public Hearing

VII. Citizens Time

VIII. Consent Agenda

A. Minute Approval

1. Mayor and Council - Regular Meeting - Jan 3, 2023 7:00 PM

B. Department Reports

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

C. Liaison Reports

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

IX. Agenda Items

1. Resolution # 2023-001: Second Quarter Budget Amendment
2. Resolution #2023-002: Prince William County Solid Waste Management Plan
3. Adoption of Policies and Procedures 2023

X. Councilmember Time

1. Vice Mayor Pater
2. Council Member Weir
3. Council Member Pasanello
4. Council Member Schneider
5. Council Member Ramirez
6. Council Member Leake
7. Mayor Luersen

XI. Adournment

**NOTICE OF PUBLIC HEARING
TOWN OF HAYMARKET
FISCAL YEAR 2022/2023 AMENDMENT TO THE ADOPTED BUDGET**

The Haymarket Town Council will hold a public hearing on Monday, February 06, 2023 beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2022/2023 budget as summarized below. This amendment will now increase the adopted Operating budget for Fiscal Year 2022- 2023 by \$ 84,649. The new overall adopted budget with these increases will be \$ 3,342,389.

The proposed budget amendments are available for public review both online at www.townofhaymarket.org and in the Clerk’s office at 15000 Washington Street, #100 Haymarket, Virginia 20169.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by calling 703-753-2600.

Budget Amendment for FY2022-2023 Budget

Operational Budget

	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
REVENUE:			
Cigarette Tax	\$ 130,000	\$ 140,000	\$ 10,000
Meals Tax	\$ 1,000,000	\$ 1,100,000	\$ 100,000
Town Event	\$ 70,000	\$ 80,000	\$ 10,000
DMV Select Commission	\$ 60,500	\$ 0	(\$ 60,500)
LOLE Grant	\$ 3,094	\$ 4,393	\$ 1,299
Carry-Over Surplus	\$ 250,000	\$ 273,850	\$ 23,850
EXPENDITURE:			
Town Administration:			
Salaries/Wages- Regular	\$ 357,513	\$ 330,500	(\$ 27,013)
Salaries/Wages- DMV Clerk	\$ 48,478	\$ 0	(\$ 48,478)
Salaries/Wages- Part Time	\$ 56,615	\$ 79,960	\$ 23,345
Computer, Internet, & Website Svc	\$ 23,650	\$ 28,550	\$ 4,900
Police Department:			
Salaries & Wages – Part Time Admin.	\$ 0	\$ 19,500	\$ 19,500
FICA/MEDICARE	\$ 43,437	\$ 44,937	\$ 1,500
Unemployment Insurance	\$ 3,000	\$ 3,360	\$ 360
Workers’ Compensation Insurance	\$ 22,825	\$ 23,305	\$ 480
Office Equipment Rental	\$ 3,094	\$ 4,393	\$ 1,299
Events:			
Events – Other	\$ 19,350	\$ 30,850	\$ 11,500
Economic Development:			
Tourism/Traveling Marketing	\$ 72,000	\$ 95,850	\$ 23,850
Planning Commission:			
Convention/Education	\$ 2,000	\$ 1,000	(\$ 1,000)
Architectural Review Board:			
Convention/Education	\$ 500	\$ 1,500	\$ 1,000
Capital Improvement Funds Expense	\$ 218,271	\$ 291,677	\$ 73,406

TOWN OF HAYMARKET

Attachment: Public Notice for 2nd Qt Budget Amendment for FY2023 for 02.06.2023 (5965 : Public Notice)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

Kimberly Henry, Clerk of the Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, January 3, 2023

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 Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Present, Council Member Bob Weir: Present, Vice Mayor TracyLynn Pater: Late (7:05 PM), Council Member Mary Ramirez: Present, Council Member David M Leake: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

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

III. Invocation - Dr. Ruth Anne Sawyer, Prince William County Police Chaplin

Mayor Luersen introduced Dr. Ruth Anne Sawyer and invited her to the podium to give the evening's invocation. Prior to the invocation, Dr Sawyer congratulated the Town Council on their recent election victories in addition to Council Member Bob Weir for the Republican nomination for the Board of Supervisors special election. She also asked that everyone keep Buffalo Bills safety Damar Hamlin who suffered cardiac arrest during a recent football game in our thoughts and prayers.

IV. Community Spotlight: Haymarket Food Pantry - Eileen Smith

Mayor Luersen introduced and invited Eileen Smith from the Haymarket Food Pantry to the podium to share the experiences that the Food Pantry had in 2022 and what they would be looking at for 2023. Ms. Smith thanked the Town Council for inviting her to the meeting so she could share some trends from the past year and what the pantry has been doing. She shared that 87% of the customers coming to the pantry are from the Haymarket/Gainesville area. She shared that in 2022 the pantry serviced 37,000 people which was a 65% increase over the past 5 years. She stated that they also count families and shared at the end of the quarter for the year, the pantry was getting close to 1000 families per month. They served 481,000 pounds of food which was a 30% increase from last year. She stated her expenses also increased. She stated that she has spent \$35,000 a month in food purchases She continued to state that the organization is seeing 5 different groups: 1. Retirees that can't make ends meet; 2. Grandparents that have kids and grandkids living with them; 3. Seasonal migrant workers who go from place to place picking up work; 4. The homeless and those living in hotels; 5. Families that have jobs but can't make ends meet. Ms. Smith shared a list of the type of clientele scheduled to visit the pantry that evening. Lastly, Ms. Smith shared that the pantry will re-evaluate in January and February regarding how the pantry will be serving the community in 2023. At the end of her presentation, Ms. Smith asked for any questions. A short discussion followed on her report.

V. Citizens Time

Jim Payne, business owner, congratulated the Council Members on their recent elections. He stated that he knows that this Council has some decisions to make this term and hopes everyone will be able to work harmoniously to get the work done to do what's best for the Town.

VI. Organizational Items

Before moving onto the Organizational Items, Mayor Luersen shared that Delegate Danica Roem would be attending the evening's meeting at a later time but would like to add that item onto the end of the agenda. There were no objections from Council to add that item onto the agenda.

In addition, Chief Sibert stated that before the Council continued on with the agenda, he wanted to introduce his new part time admin assistant, Anne Seif.

1. Appointment of Vice Mayor

Minutes Acceptance: Minutes of Jan 3, 2023 7:00 PM (Minute Approval)

Council Member Pasanello moved to appoint Tracylynn Pater as Vice Mayor. With no other nominations, the motion carried unanimously by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Council Member
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez, Leake

2. Appointment of Liaisons

Prior to the nominations, the Town Council discussed the liaisons that were listed in the Policy and Procedures manual that no longer exist. There was a suggestion to review the Policy and Procedures in its totality. There was a consensus of the Town Council to address the Policy and Procedures at the next work session.

Council Member Pasanello nominated Bob Weir as the Planning Commission liaison. There were no other nominations for the Planning Commission liaison. The motion carried unanimously by a roll call vote.

Council Member Ramirez nominated Marchant Schneider as the Architectural Review Board liaison. There were no other nominations for the ARB liaison. The motion carried unanimously by a roll call vote.

Council Member Weir nominated Joe Pasanello as the Finance liaison. There were no other nominations for the Finance liaison. The motion carried unanimously by a roll call vote.

Council Member Pasanello nominated Bob Weir as the other Finance liaison. There were no other nominations for the second Finance liaison. The motion carried unanimously by a roll call vote.

Council Member Weir nominated Mary Ramirez as the Community Outreach liaison. There were no other nominations for the Community Outreach liaison. The motion carried unanimously by a roll call vote.

Council Member Ramirez nominated Tracylynn Pater as the Business liaison. There were no other nominations for the Business liaison. The motion carried unanimously by a roll call vote.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez, Leake

3. Review of Policies and Procedures

Council Member Weir stated that after a quick review of the Policy and Procedures, all items have been addressed with the except of liaison positions. A short discussion followed to numerate the Community Outreach and Business liaisons and memorialize them so that they are maintained from year to year. There was a direction to make the appropriate edits and present the full Policy and Procedures for review at the next meeting.

VII. Consent Agenda

Council Member Pasanello asked to pull the Town Treasurer's Report. Council Member Weir asked to pull the Police Chief's Report. Mayor Luersen asked to pull the Town Administration Report.

Council Member Weir moved to adopt Consent Agenda Items 7: A1, B 4-5, and C1-5. Vice Mayor Pater seconded the motion. The motion carried.

After the discussion of each pulled report, Council Member Weir moved to adopt Consent Agenda Items 7: B 1-3. Council Member Pasanello seconded the motion. The motion carried.

A. Minute Approval

1. Mayor and Council - Public Hearing - Dec 5, 2022 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Bob Weir, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez, Leake

B. Department Reports

1. Town Administration Report

Mayor Luersen asked if there has been any updates on the survey report on the Town's sidewalk. Town Planner Thomas Britt shared that he was still waiting on the submission from the contractor. Mayor Luersen also asked for a follow up on the quiet zone project. Council Member Pasanello shared that he will follow up with Prince William County but does not anticipate any feedback until the next fiscal year. Mayor Luersen asked for a report on the success of the Christmas and Holiday Event. Vice Mayor Pater stated that it was a great success with a huge turnout, great weather and the variety of booths on site. Town Treasurer Roberto Gonzalez stated that the video featuring the event should be posted to social media within the week. Lastly, Mayor Luersen asked for an update on the first quarter newsletter. Mr. Gonzalez stated that the newsletter would be going out by the end of the week. Acting Town Manager Roberto Gonzalez shared that the structural report on the Town building was distributed prior to the evening's meeting. He shared that the Council and Staff have been waiting on this report. He asked that Council review it so that it can be part of the discussion at the January Work Session. A short discussion followed about the building and if Council would want to renovate it after looking at the report. Mr. Gonzalez stated that he would have to sit down the finance liaisons if Council decided to move forward on this project during FY23. A discussion ensued in regards to the mulch schedule at the playground. Mr. Gonzalez shared the date and that the purpose of having the mulch laid for safety and compliance purposes.

2. Town Treasurer Report

Treasurer Roberto Gonzalez shared that the budget is performing well overall. He shared that by the Work Session in January, he will provide a mid year visual for the Council to review. Mr. Gonzalez also shared that he would be presenting a second quarter budget amendment at the February Regular Meeting. He updated the Council on the meeting he and Chief Sibert had with a representative from DMV regarding grants. He shared that the Town is currently suspended from receiving any DMV grants but may be re-instated in FY2024 once he and the Chief takes the mandatory courses provided. He shared that he will be taking the course since he will be the administrator of the grants going forward. He stated that he will be reporting on this subject at the regular meeting in February.

Mr. Gonzalez also shared that he has been working with Robinson, Farmer and Cox to schedule the annual audit. A short discussion followed on the DMV grant sessions offered.

3. Police Chief Report

There was a short discussion on the Police Chief Report regarding the increase calls for service within the last few months. Chief Sibert stated that the increase is seasonal and mostly traffic related. Chief Sibert also shared that the department has been encouraging those to call dispatch for better record keeping and better answer any FOIA requests, if needed. Chief Sibert also shared that he typically does not put arrest information on the report but did this time because it directly affected the community. He continued to state that the department has been keeping a high presence in the construction areas in the Town. He shared that he hopes that the enhanced patrols in the Town at the construction sites has helped keeping crime down at these sites.

4. Town Engineer Report

5. Town Attorney Report

C. Liaison Reports

1. Finance Liaison

2. Business/Community Roundtable

3. Police/Personnel Liaison

4. Planning Commission Liaison

5. ARB Liaison

VIII. Presentation from Delegate Danica Roem

Since Delegate Roem was able to leave early from her previous engagement, Mayor Luersen moved her presentation up on the agenda to accommodate and be respectful of her time. Delegate Roem gave a presentation on the House Bills that she will be submitting during this year's session, including the Town of Haymarket's Charter Amendments. She thanked the Council for the invitation to share her ideas before presenting these bills. Some of the bills included: FOIA charges and requiring localities to post charges on their website and electronic payment available to the requester. She shared that the Town has word that she will fight the General Assembly tooth and nail to approve the requested amendments to the Town's Charter. Additional bills being presented by Delegate Roem were school meal programs, the preservation and protection of family cemeteries, guardianship and visitation, transportation safety, and several bills related to data centers. Following her presentation, Delegate Roem opened the floor for any questions. Mayor Luersen thanked Ms. Roem for attending the evening's meeting.

IX. Agenda Items

1. Ordinance 2022-006: CBPA Zoning Text Amendment

Town Planner Thomas Britt shared that the Ordinance was in regards to the Zoning Text Amendment requirement from the State Department of Environmental Quality on the Chesapeake Bay Preservation Act. He shared that the Planning Commission held their public hearing in October with a recommendation to approve onto the Town Council.

At this time, Council Member Schneider briefly stepped out of the meeting.

Council Member Weir moved to adopt Resolution #2022-014: A resolution to adopt Ordinance 2022-006. Council Member Ramirez seconded the motion. The motion carried.

RESULT:	ADOPTED [5 TO 0]
MOVER:	Bob Weir, Council Member
SECONDER:	Mary Ramirez, Council Member
AYES:	Pasanello, Weir, Pater, Ramirez, Leake
AWAY:	Marchant Schneider

2. Discussion of Use of the Town Hall

Town Clerk Kim Henry shared that Council Member Pasanello asked to have this item on the agenda so that the Council could start and discuss guidelines for the use of the Town Hall by organizations. Council Member Pasanello stated that he would like to discuss this subject at the January Work Session to give staff time to draft a policy. A short discussion followed with Council Member Leake recommending to research past meeting minutes on the subject.

3. Second Quarter Budget Amendment Discussion

Town Treasurer Roberto Gonzalez shared that he would like Council directive to proceed with the public notice on the second quarter budget amendment with the public hearing being held at the February 6th regular monthly meeting.

At this time, Council Member Schneider rejoined the meeting.

Without objection, there was a directive to proceed with the public notice and scheduled the public hearing on the second quarter budget amendment for the February 6, 2023 regular meeting.

X. Councilmember Time

1. David Leake

Council Member Leake thanked the Mayor, his fellow Council Members and staff for the warm welcome back onto the dais.

2. Joe Pasanello

Council Member Pasanello acknowledged a good past year on the Council and hopes that they have a fruitful two year term. He also congratulated the Vice Mayor for her re-appointment and all the liaisons and stated that he is excited about moving forward some projects in this next term.

3. Tracylynn Pater

Vice Mayor Pater wished everyone a Happy New Year and thanked all the service members and families for their sacrifices. She also stated that she was touched by the information provided by the Haymarket Food Pantry at this evening's meeting and encouraged those to volunteer. She acknowledged and thanked Trouvaille Brewery and Ghosted Concepts for sponsoring the last quarterly business roundtable meeting. Vice Mayor Pater also mentioned the Blood Drive scheduled for January 11th at the Haymarket Hilton. Lastly, she acknowledged and thanked Nadia Stewart from Rooted in Education for all her help in Community Gardens this past year.

4. Mary Ramirez

Council Member Ramirez welcomed Council Member Leake to the Council and mirrored everything Vice Mayor Pater said. She shared that she is looking forward as the Council moves with a lot of the plans that they have already laid the ground work for.

5. Marchant Schneider

Council Member Schneider thanked the staff on the success of the Christmas and Holiday Event. He also thanked the Police Department on their involvement with the Santa Run. Council Member Schneider also shared that he is anxious to move forward on the projects that took a lot of planning these past two years.

6. Bob Weir

Council Member Weir did not have anything to report.

7. Ken Luersen

Mayor Luersen yielded back to Council Member Pasanello on an additional report. Council Member Pasanello congratulated Council Member Weir on obtaining the Republican nomination for the Prince William County Board of Supervisor vacancy seat. Mr. Pasanello shared that although the Town will be losing a Council Member it will gain a voice on the County level, which is something Haymarket has not had.

Mayor Luersen welcomed Council Member Leake to Council and thanked the other members of Council for their time by sitting on the dais with him. Mayor Luersen also shared the Christmas tree pick up dates. Lastly, the Mayor encouraged those to take the Comp Plan survey that's on the website.

XI. Adjournment

With no further business before the Town Council, Council Member Weir moved to adjourn with a second by Council Member Pasanello. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Bob Weir, Council Member
SECONDER:	Joe Pasanello, Council Member
AYES:	Schneider, Pasanello, Weir, Pater, Ramirez, Leake

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jan 3, 2023 7:00 PM (Minute Approval)

Town of Haymarket Town Manager Report and Tracking Log (Updated 2/06/2023)

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
Office of the Town Manager and Zoning Administrator						
CTSI Audio/Visual	Roberto					Installed the audio equipment; CTSI will be sending out a Technician to test out the new system and make sure things work properly.
RFP for Sidewalk	Thomas B/Katie M./Roberto					Pre design meeting was held with Mr. Denar Antelo, the Project Manager in charge of the Town Project for the Engineering Groupe, Inc. They are setting a target date to begin surveying the site on December 5th 2022. Targeting December 31, 2022 as a date they will provide report to Town Engineer and Acting Town Manager. UPDATE 1/20/2023: Design phase is 30% complete, the project team has provided diagrams showing no issue with sidewalk placement and power lines. Next steps are determining the size of the curb (25' recommended), stormwater drainage surveys, testing out the depth of the gas line along easements on Washington St, and potential for crosswalk and tapered left turn lane into Town Park. Timeline for 30% completion was two months, estimated time for 60% completion tbd.
Communications Survey and Plan Draft	Emily K and Vice Mayor Tracylynn Pater		Consultants sent deliverable			Following the review of the Communications Document sent by the consultants, the Town Council opted to complete a second communications survey with the residents during the month of October. The survey was created by Vice Mayor and the Town Manager and disseminated through the Town Council and website. To date - 25 responses have been collected. As of 11/1/2022, the survey is still open to the public for response collection. Following the analysis of the survey results Vice Mayor and the Town Manager will develop a draft communications plan for the Council's review.
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, No additional updates at this time 11/1/2022
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					The County notified us that they have received the Safe Streets and Roads for All Grant! This is the grant that the County was looking to receive for work on the railroad tracks to progress the Town forward towards implementation of the Quiet Zone.

Attachment: Copy of Copy of Monthly Report 2062023 RG (5952 : Town Administration Report)

<p>DEQ: CBPA Audit and Follow-Up Requirements</p>	<p>Emily K/Thomas B</p>					<p>Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 and the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken, 9/29/2022 Public Hearing for ZTA scheduled 10/17 for Planning Commission UPDATE: 11/1/2022 Working with Thomas Britt, Town Planner to do a hand over of the CBPA Action Items requesting a meeting with Daniel Moore to discuss the remaining items and introduce Thomas to Daniel. Updates will be given as we continue to work through the remaining items UPDATE: 11/30/2022 Town Planner has coordinated with Daniel Moore on action items, ZTA amendment to have public hearing Monday 5th of December. Process for completing the septic system item on hold, all other items proceeding smoothly. UPDATE 1/20/2023: PWC has updated their solid waste management plan, The Town Planner has provided a resolution to be passed by the Town Council for the Feb 6th Council meeting.</p>
<p>Comprehensive Zoning Inspection</p>	<p>Emily K/Thomas B</p>					<p>On 8/12/2022, 8/16/2022 and 8/26/2022 Zoning Inspections were completed on the majority of the Town's Business Commercial and Industrial parcels. A small portion of commercial properties between Fayette Street and Madison Street on the south side of Washington Street remain for inspection. Zoning Violations were noted and correspondence will be sent to property owners. UPDATE: Properties to be reinspected November for compliance. Thomas Britt, Town Planner will complete zoning inspections during my maternity leave and work with the Acting Town Manager on any necessary violation letters and correspondence UPDATE: 11/30/2022 Zoning inspections yet to be completed</p>
<p>Charter Amendment</p>	<p>Kim and Emily</p>					<p>Proposed Charter Amendment has gone through sub committee and is now on the floor waiting for approval.</p>
<p>Park Building</p>	<p>Emily</p>					<p>UPDATE 2/2/2023: Engineers have released structural report for the Town Park Building. Staff are discussing cost estimates for repair/refurbishing with a contractor, and are waiting for the results of the report.</p>
<p>Comprehensive Plan Survey</p>	<p>Emily K/PC</p>					<p>The Planning Commission's survey for the Comprehensive Plan is live on the Town's website and an article in the Town's October Newsletter covers the survey goals and objectives. The survey will remain live until December 31, 2022. The Town will continue to share information and postings to encourage participants. UPDATE 1/20/2023: Thomas Britt has reported to the Planning Commission that he is working on the Comprehensive Plan updates and will complete review of the updates with Emily by March.</p>

Attachment: Copy of Monthly Report 2062023 RG (5952 : Town Administration Report)

Staff Meetings	Staff					Held weekly Staff Meetings on Tuesdays
Land Use Planning Department						
Playground Shade Structure	Roberto					installed the wood carpeting to existing playground in January
Site Plan Reviews	Emily K. and Katie					Site Plan Reviews will be turned over to Thomas Britt, Town Planner. Thomas, Katie McDaniel and will be meeting on 11/3 to discuss the current status of each Site Plan currently under review and Rinker Design Associates has resubmitted a second submission of the Town Center Site Plan following the change order for the test holes. The second submission is currently in review by the Town Staff and agencies. UPDATE 2/2/2023 A second submission for the Town Centre plan has been submitted. The Town Planner and Engineer will review the plan and take comments from the
Town Center Site Plan	Emily K and Katie					
Quarles Property	Emily K					The stormwater pond was cleaned up and the CVC trailer moved to the rear of the property behind CVS. The owners have not submitted any amendments to the site plan or new site plans for the site
Van Metre -- Robinson Village	Thomas / Roberto					Robinson Village has completed 38 of 38 occupancy permits; We have received 35 of 38 proffers and should be receiving the remaining proffers soon from Van Metre.
Crossroads Village Center	Emily K					Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates.

Attachment: Copy of Monthly Report 2062023 RG (5952 : Town Administration Report)

Finance Department

Real Estate Tax Refund	Roberto/Emily K.					The Town Council voted to utilize a portion of the Town Surplus to issue a real estate tax refund to property owners within the Town. The Town Council passed a Real Estate Tax Ordinance and issue the checks out the week of 10/21 to property owners. Additional information has been posted to the Town Website
Finance liaisons Meeting	Roberto/Emily K.					Met with the finance liaisons for weekly meeting, checking approvals and signing
FY2024	Roberto					Began to work on FY2024 Draft Budget; reaching out Anthem, VRSA for renewal information for next fiscal year budget.
FY2022	Roberto					Waiting on Audit team to set up time to have onsite visit to complete FY2022 audit

Office of the Clerk

Meeting Minutes	Kim					All 2022 minutes are done and most have been posted to the Website.
Agendas	Kim					Base line item agendas for 2023 are completed
Directives	Kim					We purchased a cross cut shredder. I will be reporting items to Library of Virginia for proper

Maintenance Department

Maintenance Department	Matt has organized and put all Christmas decorations away.					
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Staff

Social Media		Katie				Keeping up with any messages on Facebook. Posted the Town Video on Facebook and Instagram. Been
Filing		Katie				Have been working on shredding 2018 and older files, reorganizing, alphabetizing and filing new invoices preparing for audit. Spent 2 days on the first drawer and currently working on 2nd drawer, which will take me 1-2 days.
Newsletter		Katie				Starting newsletter for months Jan-March. It will be done and ready to mail out by December 28th.
Invoices		Roberto/Katie				Checking Mail daily, entering all invoices for Holiday Event and bills into Quickbooks; give to Roberto once entered.
Filing		Katie				Updating files, shredding 2018 and older and reorganizing. Filing new invoices preparing for the audit.

New/Old Business Updates

Attachment: Copy of Monthly Report 2062023 RG (5952 : Town Administration Report)

TOWN OF HAYMARKET
 15000 Washington Street, Suite 100
 Haymarket, Virginia 20169
 Instagram: @townofhaymarketVA



703-753-2600
 Fax 703-753-2800
 www.townofhaymarket.org
 Facebook: Haymarket Town Hall

TO: Honorable Mayor and Town Council
 FROM: Roberto Gonzalez, Town Treasurer
 DATE: February 6, 2023
 SUBJECT: Treasurer's Report

Highlights:

- Actuals as of 02.01.2023 are included in this agenda
- Continue to work on FY2022 audit; Audit team is working on date to be onsite
- Processed 1099's and mailed out in January 2023
- Created Staff report concerning Budget Amendments along with Public Hearing Announcement
- Continued to work on FY2024 draft budget
- Met with Chief to discuss current budget and preparations for FY2024 budget
- Held weekly Staff meeting
- Reviewed Administrators A/P entries and A/R entries.
- Participated in Zoom meeting concerning DMV grant; the Town is currently suspended from participation but incase the suspensions is lifted they wanted the Town to attended the mandatory course concerning DMV grant process.
- Participated in Park sidewalk engineering meeting

Town of Haymarket
Statement of Net Position
As of February 1, 2023

	Feb 1, 23
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	5,483,523.18
11010 · Virginia Investment Pool	325,417.47
Total Checking/Savings	5,808,940.65
Accounts Receivable	
12000 · Accounts Receivable	86,324.30
12010 · A/R Permits	-2,672.55
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	87,657.64
Other Current Assets	
11499 · Undeposited Funds	14,208.93
Total Other Current Assets	14,208.93
Total Current Assets	5,910,807.22
Fixed Assets	
12500 · General Property	4,520,283.10
12600 · Rental Property	1,424,914.03
Total Fixed Assets	5,945,197.13
Other Assets	
19110 · Deferred Outflows - OPI	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
Total Other Assets	257,181.00
TOTAL ASSETS	12,113,185.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	28,174.74
Total Accounts Payable	28,174.74
Credit Cards	
20041 · ToH Credit Card - SONA 1424/269	-3,583.71
20042 · PD Credit Card - SONA 0277	-61.10
Total Credit Cards	-3,644.81
Other Current Liabilities	
20096 · Deferred Revenue - Other	686,060.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	91.10
21000 · Payroll Liabilities	37,955.72
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	470,496.50
Total Other Current Liabilities	2,946,343.97
Total Current Liabilities	2,970,873.90

Attachment: Treasurer Financial Report 02.06.2023v1 (5953 : Town Treasurer Report)

Town of Haymarket
Statement of Net Position
As of February 1, 2023

	Feb 1, 23
Long Term Liabilities	
20080 · Accrued Interest Payable	4,381.80
23000 · Accrued Leave	35,682.67
25000 · General Obligation Bonds	438,000.00
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
Total Long Term Liabilities	681,007.47
Total Liabilities	3,651,881.37
Equity	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,743,375.88
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	5,946,464.33
33000 · Amt Long Term Obligations	-479,331.67
Net Income	116,357.44
Total Equity	8,461,303.98
TOTAL LIABILITIES & EQUITY	12,113,185.35

	FY2023			Comments
	Actuals	Budget	% of Budget	
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	398,618.07	400,143.00	99.6%	
3110-02 · Public Service Corp RE Tax	13,066.89	12,022.00	108.7%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	411,684.96	413,165.00	99.6%	
3120 · OTHER LOCAL TAXES				
3120-00 · Transient Occupancy Tax	128,318.76	168,000.00	76.4%	Collections up to December 31, 2022
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	19,913.00	240,000.00	8.3%	
3120-03 · Cigarette Tax	93,075.30	130,000.00	71.6%	Collections up to January 31, 2023
3120-04 · Consumer Utility Tax	82,195.16	158,000.00	52.0%	Collections up to December 31, 2022
3120-05 · Meals Tax - Current	621,994.04	1,000,000.00	62.2%	Collections up to December 31, 2022
3120-06 · Sales Tax Receipts	68,292.51	160,000.00	42.7%	Collections up to November 30, 2022
3120-07 · Penalties (Non-Property)	5,635.99	5,000.00	112.7%	
3120-08 · Interest (Non-Property)	1,080.55			
Total 3120 · OTHER LOCAL TAXES	1,020,505.31	1,885,000.00	54.1%	
Development Revenue				
Proffers	0.00	0.00	0.0%	Moved to Escrow account to await all 38 proffers submissions
Total Development Revenue	0.00	0.00	0.0%	
3130 · PERMITS,FEES & LICENESES				
3130-01 · Application Fees	1,100.00	4,500.00	24.4%	
3130-03 · Motor Vehicle Licenses	165.00	1,000.00	16.5%	
3130-05 · Other Planning & Permits	6,125.00	15,000.00	40.8%	
3130-06 · Pass Through Fees	13,379.08		100.0%	
Total 3130 · PERMITS,FEES & LICENESES	20,769.08	20,500.00	101.3%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	8,299.33	20,000.00	41.5%	
Total 3140 · FINES & FORFEITURES	8,299.33	20,000.00	41.5%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/MML Investment	4,723.46	1,500.00	314.9%	
3150-03 · Interest on Bank Deposits	5,035.70	6,000.00	83.9%	
Total 3150 · REVENUE - USE OF MONEY	9,759.16	7,500.00	130.1%	
3151 · RENTAL (USE OF PROPERTY)				
3151-04 · Suite 208 B&B Security	2,004.90	4,010.00	50.0%	
3151-06 · Suite 204 MAC-ISA	4,116.00	3,528.00	116.7%	
3151-07 · Haymarket Church Suite 206	23,742.80	35,614.00	66.7%	
3151-08 · 15020 Washington Realty	32,224.29	55,241.00	58.3%	
3151-09 · 15026 Copper Cricket	13,784.05	23,629.00	58.3%	
3151-11 · Cupcake Heaven and Cafe LLC	23,082.64	34,793.00	66.3%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	98,954.68	171,056.00	57.8%	
3165 · REVENUE - TOWN EVENTS				
3165-00 · Sponsorships	11,500.00	0.00	100.0%	
3165-01 · Town Event	55,780.00	70,000.00	79.7%	
3165-02 · Farmer's Market	2,752.50	1,500.00	183.5%	
3165-03 · Town Ornaments	7,358.96	4,350.00	169.2%	
3165 · REVENUE - TOWN EVENTS - Other	358.00	0.00	100.0%	
Total 3165 · REVENUE - TOWN EVENTS	77,749.46	75,850.00	102.5%	
3180 · MISCELLANEOUS				
3180-00 · Convenience Fee	-340.19		100.0%	
3180-01 · Citations & Accident Reports	20.00		100.0%	
3180 · MISCELLANEOUS - Other	388.17		100.0%	
Total 3180 · MISCELLANEOUS	67.98		100.0%	
3200 · REVENUE FROM COMMONWEALTH				
3200-02 · 599 Law Enforcement Grant	17,344.00	31,548.00	55.0%	2 of 4 collected
3200-04 · Car Rental Reimbursement	136.18	0.00	100.0%	
3200-05 · Communications Tax	36,781.22	80,000.00	46.0%	Collections up to December 31, 2022
3200-06 · Department of Fire Programs	15,000.00	10,000.00	150.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	

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3200-12 · Railroad Rolling Stock	1,285.76	1,300.00	98.9%
3200-16 · DMV Select Commission	180.33	60,500.00	0.3%
3200-17 · LOLE Grant	4,366.00	3,094.00	141.1%
Collection up to Novmeber 30, 2022			
Total 3200 · REVENUE FROM COMMONWEALTH	93,720.46	205,069.00	45.7%
4000 · Carry-Over Surplus	0.00	250,000.00	0.0%
4002 · Transfer from ARPA Funds	0.00	209,600.00	0.0%
Total Income	1,741,510.42	3,257,740.00	53.5%
Gross Profit	1,741,510.42	3,257,740.00	53.5%

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

Town has received its refunds pertaining to VML

111001 · Convention & Education	250.00	2,500.00	10.0%
111002 · FICA/Medicare	680.49	2,000.00	34.0%
111003 · Meals and Lodging	77.22	1,000.00	7.7%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	9,692.86	25,000.00	38.8%
Total 11100 · TOWN COUNCIL	10,700.57	30,750.00	34.8%

Conference

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	166,666.26	357,513.00	46.6%
1211102 · Salaries & Wages - DMV Clerk	0.00	48,478.00	0.0%
1211003 · Salaries/Wages - Part Time	34,308.22	56,615.00	60.6%
1211004 · FICA/Medicare	14,965.37	35,389.00	42.3%
1211005 · VRS	12,219.46	36,809.00	33.2%
1211006 · Health Insurance	21,864.31	66,466.00	32.9%
1211007 · Life Insurance	2,224.24	4,685.00	47.5%
1211008 · Disability Insurance	1,199.25	2,640.00	45.4%
1211009 · Unemployment Insurance	4,817.08	6,160.00	78.2%
1211010 · Worker's Compensation	322.00	335.00	96.1%
1211011 · Gen Property/Liability Ins.	17,802.00	18,025.00	98.8%
1211012 · Accounting Services	6,992.87	8,000.00	87.4%
1211014 · Printing & Binding	3,670.52	8,298.00	44.2%
1211015 · Advertising	1,414.50	9,000.00	15.7%
1211016 · Computer, Internet &Website Svc	7,313.00	23,650.00	30.9%
1211017 · Postage	1,672.65	4,000.00	41.8%
1211018 · Telecommunications	3,401.39	7,500.00	45.4%
1211019 · Mileage Allowance	231.25	1,000.00	23.1%
1211020 · Meals & Lodging	950.10	2,000.00	47.5%
1211021 · Convention & Education	123.90	6,000.00	2.1%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	8,417.03	16,000.00	52.6%
1211025 · Office Supplies	3,803.78	6,500.00	58.5%
1211026 · Equipment Rental	1,018.71	4,075.00	25.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	315,397.89	736,138.00	42.8%

Front loaded costs

12210 · LEGAL SERVICES

1221001 · Legal Services	19,009.10	80,000.00	23.8%
Total 12210 · LEGAL SERVICES	19,009.10	80,000.00	23.8%

Services up to December 31, 2022

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	17,120.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	17,120.00	0.0%

Total 01 · ADMINISTRATION

345,107.56	864,008.00	39.9%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	256,876.11	464,487.00	55.3%
3110003 · Salaries & Wages - OT Premium	12,572.18	23,000.00	54.7%
3110013 · Salaries & Wages - OT Select En	2,845.64	12,000.00	23.7%
3110004 · Salaries & Wages - Holiday Pay	19,607.56	32,310.00	60.7%
3110005 · Salaries & Wages - Part Time	27,395.00	36,000.00	76.1%
3110012 · Salaries & Wages - PT Admin.	900.00	0.00	100.0%
3110020 · FICA/MEDICARE	23,871.47	43,437.00	55.0%
3110021 · VRS	18,297.07	28,427.00	64.4%
3110022 · Health Insurance	42,353.18	78,379.00	54.0%
3110023 · Life Insurance	3,593.58	5,904.00	60.9%
3110024 · Disability Insurance	1,498.35	2,400.00	62.4%
3110025 · Unemployment Insurance	559.49	3,000.00	18.7%

3110026 · Workers' Compensation Insurance	20,067.00	22,825.00	87.9%	Front loaded costs
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.1%	
3110028 · Legal Services	13,259.81	27,300.00	48.6%	Services up to December 31, 2022
3110032 · Computer, Internet & Website	1,475.00	5,000.00	29.5%	
3110033 · Postage	109.44	100.00	109.4%	
3110034 · Telecommunications	6,084.93	12,000.00	50.7%	
3110035 · General Prop Ins (Vehicles)	3,891.00	3,700.00	105.2%	Front loaded costs
3110037 · Meals and Lodging	231.71	5,000.00	4.6%	
3110038 · Convention & Edu. (Training)	299.00	10,000.00	3.0%	
3110040 · Annual Dues & Subscriptions	10,677.20	14,000.00	76.3%	
3110041 · Office Supplies	2,467.02	5,000.00	49.3%	
3110042 · Vehicle Fuels	14,509.33	43,200.00	33.6%	
3110043 · Vehicle Maintenance/Supplies	7,674.99	15,000.00	51.2%	
3110045 · Uniforms & Police Supplies	7,531.62	26,000.00	29.0%	
3110052 · Office Equipment Rental	2,259.36	3,094.00	73.0%	
Total 31100 · POLICE DEPARTMENT	505,612.04	926,313.00	54.6%	
32100 · FIRE & RESCUE				
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%	
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%	
Total 03 · PUBLIC SAFETY	505,612.04	936,313.00	54.0%	
04 · PUBLIC WORKS				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
43200 · REFUSE COLLECTION				
4320001 · Trash Removal Contract	53,584.23	110,820.00	48.4%	Services up to January 31, 2023
Total 43200 · REFUSE COLLECTION	53,584.23	110,820.00	48.4%	
43100 · MAINT OF 15000 Wash St./Grounds				
4310001 · Repairs/Maintenance Services	39,812.81	97,672.00	40.8%	
4310002 · Maint Svc Contract-Pest Control	105.00	3,000.00	3.5%	
4310003 · Maint Svc Contract-Landscaping	15,535.00	35,000.00	44.4%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%	
4310007 · Electric/Gas Services	11,266.20	16,500.00	68.3%	
4310008 · Electrical Services-Streetlight	2,703.56	5,500.00	49.2%	
4310009 · Water & Sewer Services	2,525.06	3,000.00	84.2%	
4310010 · Janitorial Supplies	204.35	2,000.00	10.2%	
4310011 · Real Estate Taxes	915.51	2,500.00	36.6%	
4310015 · Maintenance - Vehicle Fuel	394.39	2,500.00	15.8%	
4310016 · Maint - Vehicle Maintenance	875.16	1,000.00	87.5%	
Total 43100 · MAINT OF 15000 Wash St./Grounds	74,337.04	177,672.00	41.8%	
Total 04 · PUBLIC WORKS	127,921.27	295,705.00	43.3%	
06 · ECONOMIC DEVELOPMENT				
60000 · Tourism/Traveling Marketing	73,228.93	72,000.00	101.7%	
60001 · Town Tourism	21,391.80	48,000.00	44.6%	
60003 · Advertising	0.00	22,000.00	0.0%	
Total 06 · ECONOMIC DEVELOPMENT	94,620.73	142,000.00	66.6%	
07 · PARKS, REC & CULTURAL				
70000 · HAYMARKET COMMUNITY PARK				
7000001 · Grounds Maintenance/Repairs	9,354.30	20,000.00	46.8%	
Total 70000 · HAYMARKET COMMUNITY PARK	9,354.30	20,000.00	46.8%	
71110 · EVENTS				
7111001 · Advertising - Events	2,094.14	5,000.00	41.9%	
7111003 · Contractural Services	51,312.78	50,000.00	102.6%	
7111004 · Events - Other	11,952.38	19,350.00	61.8%	
Total 71110 · EVENTS	65,359.30	74,350.00	87.9%	
72200 · MUSEUM				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	969.33	2,200.00	44.1%	
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7200016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%	
Total 72200 · MUSEUM	1,369.33	5,150.00	26.6%	
Total 07 · PARKS, REC & CULTURAL	76,082.93	99,500.00	76.5%	
08 · COMMUNITY DEVELOPMENT				
81100 · PLANNING COMMISSION				
8110001 · Salaries & Wages - Regular	1,380.00	5,670.00	24.3%	

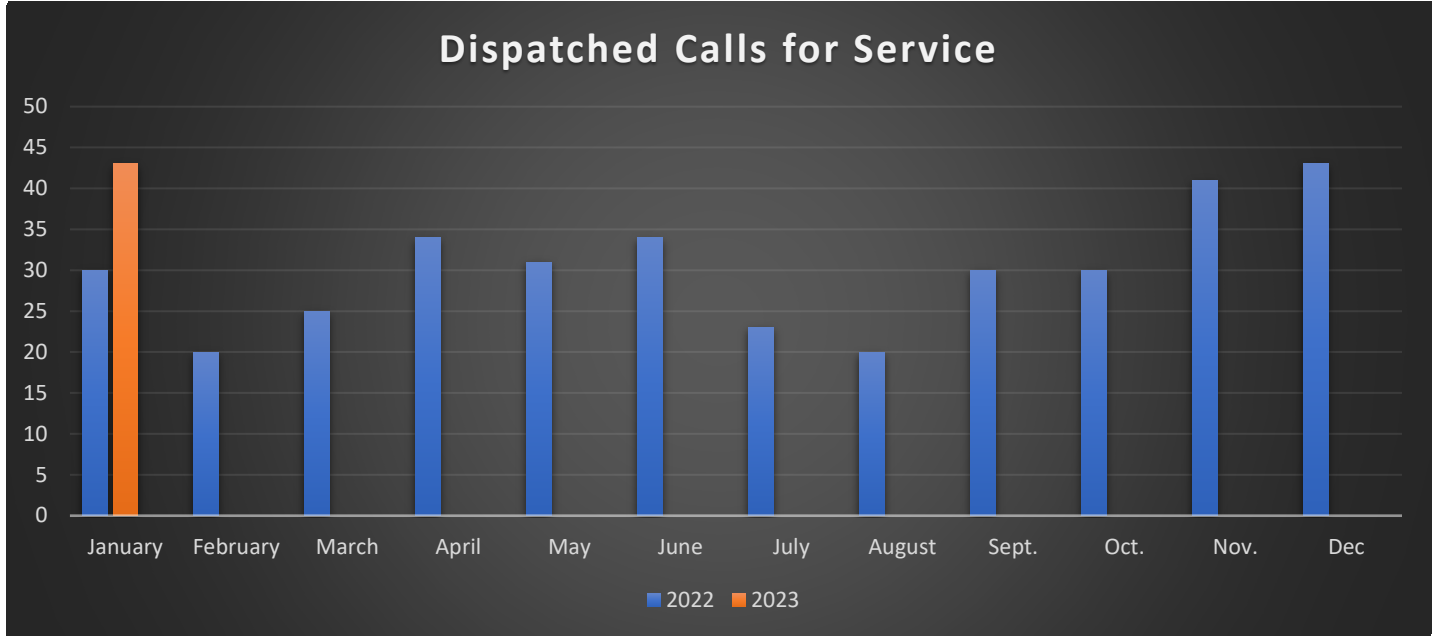
8110002 · FICA/Medicare	140.96	500.00	28.2%	
8110003 · Consultants - Engineer	5,827.30	10,000.00	58.3%	
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%	
8110005 · Mileage Allowance	0.00	250.00	0.0%	
8110006 · Meals & Lodging	0.00	700.00	0.0%	
8110007 · Convention/Education	820.45	2,000.00	41.0%	
8110009 · Engineer - Pass Through	16,901.25			
Total 81100 · PLANNING COMMISSION	25,069.96	24,120.00	103.9%	
81110 · ARCHITECTURAL REVIEW BOARD				
8111001 · Salaries & Wages - Regular	1,080.00	5,830.00	18.5%	
8111002 · FICA/Medicare	62.93	446.00	14.1%	
8111005 · Convention & Education	820.45	500.00	164.1%	
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,963.38	6,776.00	29.0%	
81111 · Board Of Zoning Appeals				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
Total 81111 · Board Of Zoning Appeals	0.00	2,927.00	0.0%	
Total 08 · COMMUNITY DEVELOPMENT	27,033.34	33,823.00	79.9%	
09 · NON-DEPARTMENTAL				
90001 · Return of Surplus RE Tax Rev	249,323.53	250,000.00	99.7%	Surplus Refund of FY2022 RE Taxes
95100 · DEBT SERVICE				
9510002 · General Obligation Bond - Prin	160,100.00	160,200.00	99.9%	Front loaded costs
9510003 · General Obligation Bond - Int	8,556.89	8,545.00	100.1%	Front loaded costs
Total 95100 · DEBT SERVICE	168,656.89	168,745.00	99.9%	
Total 09 · NON-DEPARTMENTAL	417,980.42	418,745.00	99.8%	
94102 · Haymarket Community Park				
· Architectural/Engineering Fees	5,000.00	0.00	100.0%	Structural Report
Total 94102 · Haymarket Community Park	5,000.00	0.00	100.0%	
94104 · Street Scape - Park Sidewalk				
9410401 · Architectural/Engineering Fees	16,046.25	144,318.00	11.1%	
Total 94104 · Street Scape - Park Sidewalk	16,046.25	144,318.00	11.1%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	222.06			
Total EMPLOYEE BENEFITS	222.06			
Total 94105 · PERSONNEL	222.06			
94106 · TOWN CENTER MASTER PLAN				
9410601 · Architectural/Engineering Fees	9,033.52	65,057.00	13.9%	
Total 94106 · TOWN CENTER MASTER PLAN	9,033.52	65,057.00	13.9%	
94107 · BLIGHT MITIGATION				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
Total 94107 · BLIGHT MITIGATION	0.00	40,000.00	0.0%	
94108 · Capital Improvement Funds Expens	0.00	218,271.00	0.0%	
Total Expense	1,624,660.12	3,257,740.00	49.9%	
Net Ordinary Income	116,850.30	0.00	100.0%	
Net Income	116,850.30	0.00	100.0%	

Police Department Report to Council

Police Department Activity from December 15, 2022, to January 14, 2023

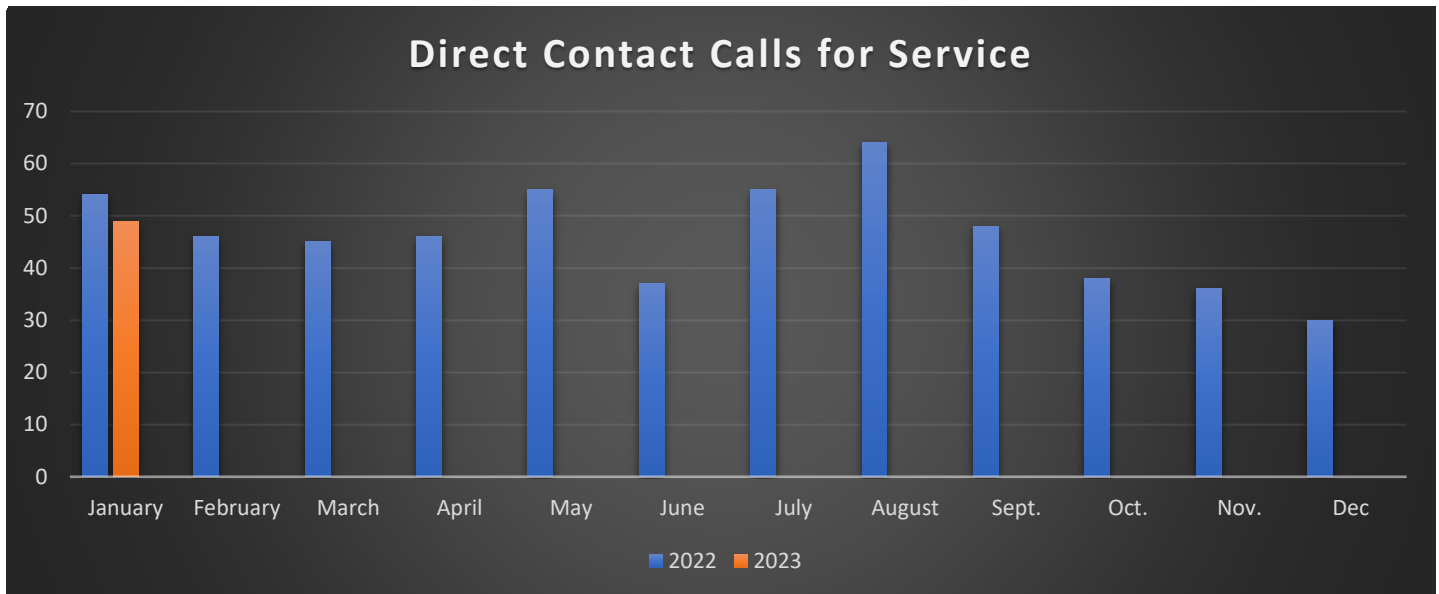
Dispatched Calls: Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 9
- Non-Reportable Calls: 3



Flag Downs/Phone Calls: Calls that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person. Reportable and non-reportable.

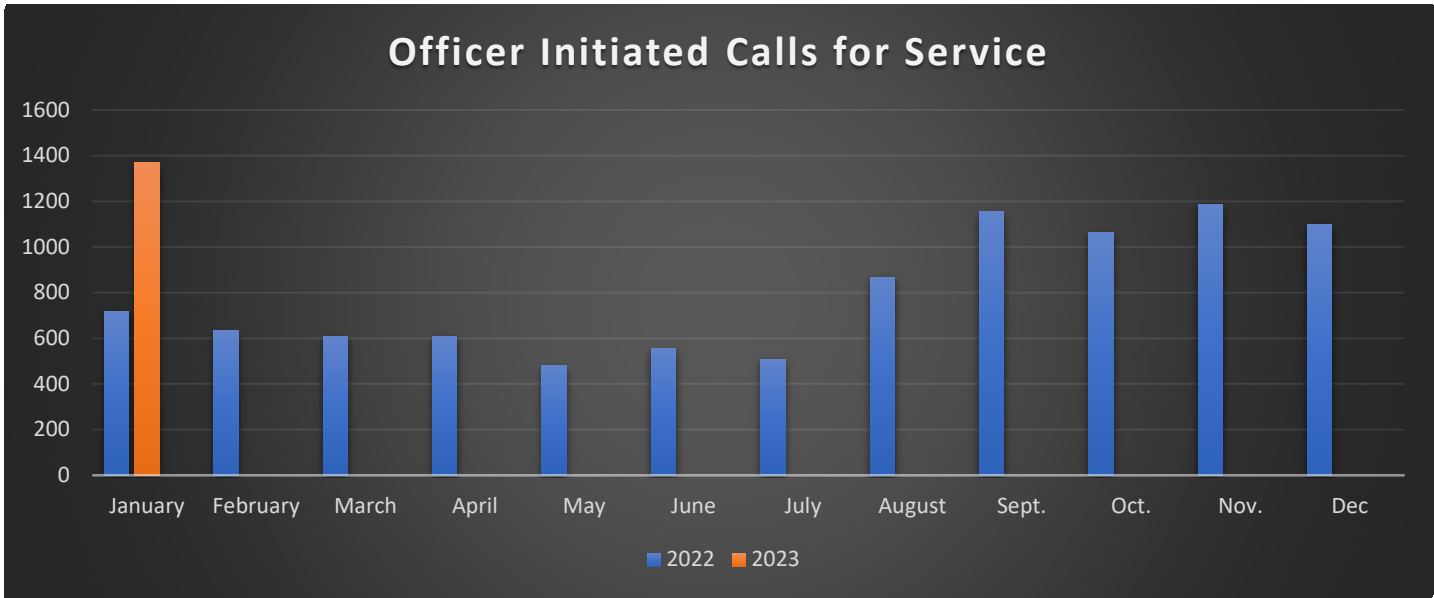
- Reportable Calls: 1
- Non-Reportable Calls: 48



Attachment: Report to council December 15 2022 to January 14 2023 (5954 : Police Chief Report)

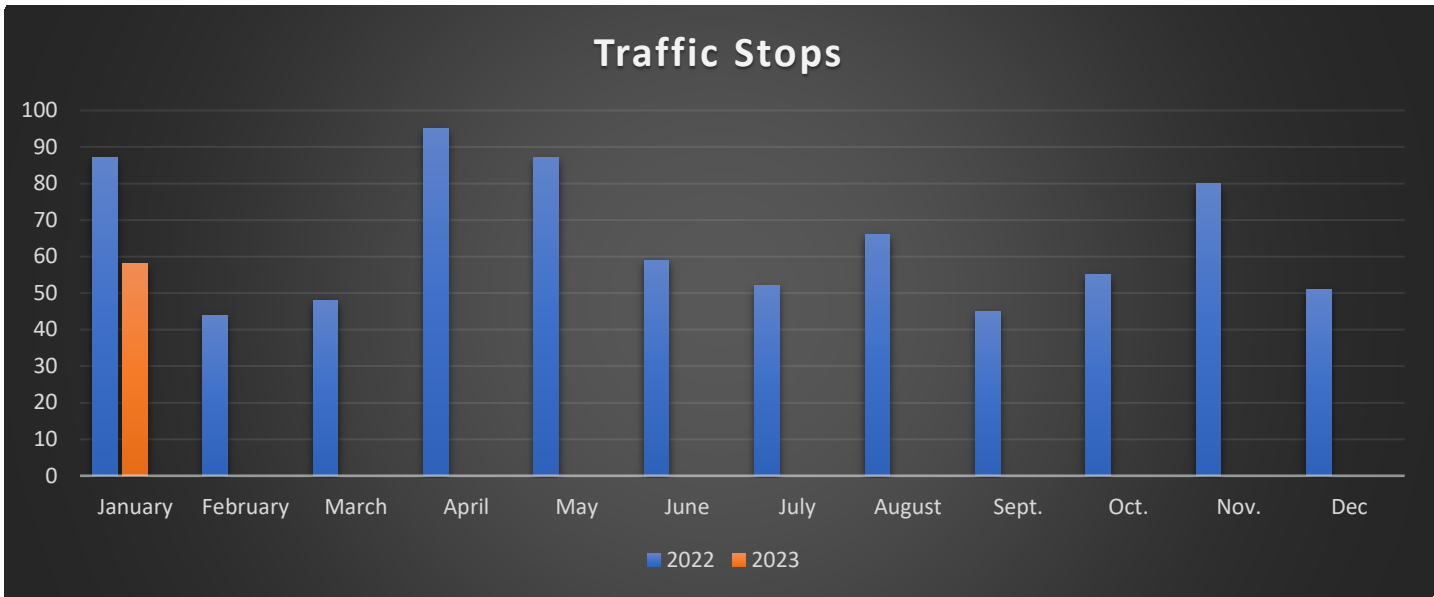
Self-Initiated Calls: Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 1 (1 Misdemeanor arrest)
- Non-Reportable Calls: 1,369
- Foot Patrols: 68



Traffic Stops: Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

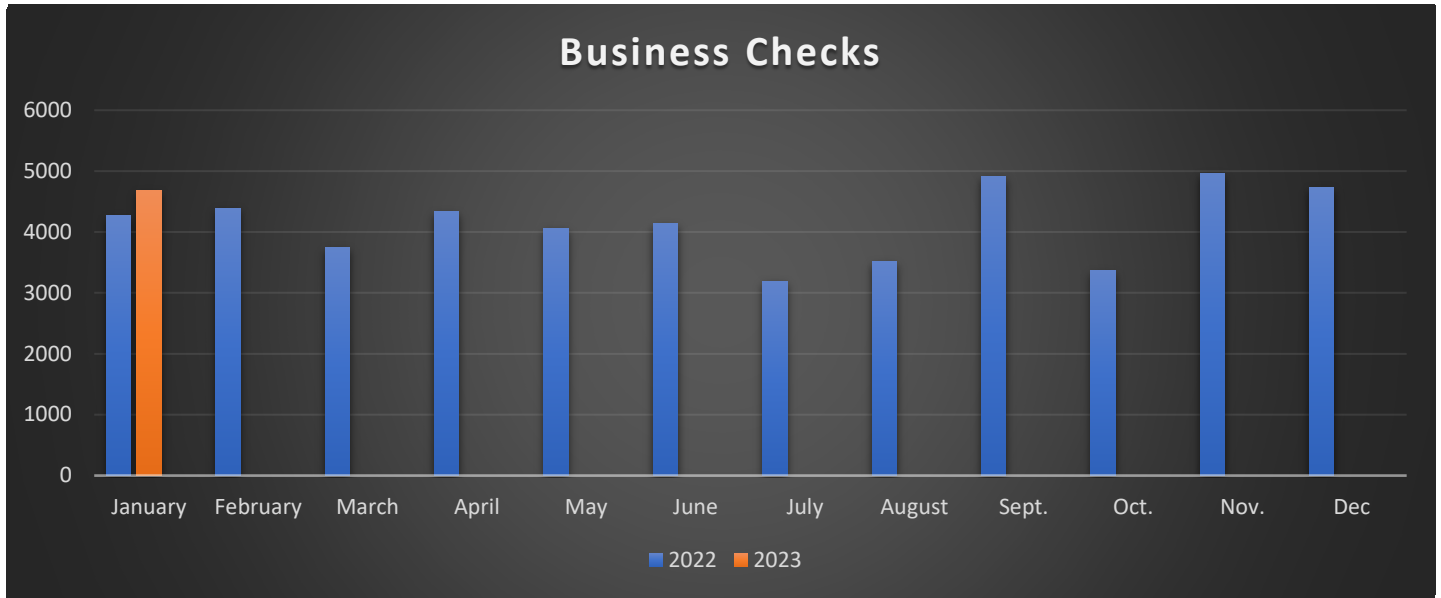
- Traffic Stops: 58
 - Summonses 21
 - Warnings 41



Attachment: Report to council December 15 2022 to January 14 2023 (5954 : Police Chief Report)

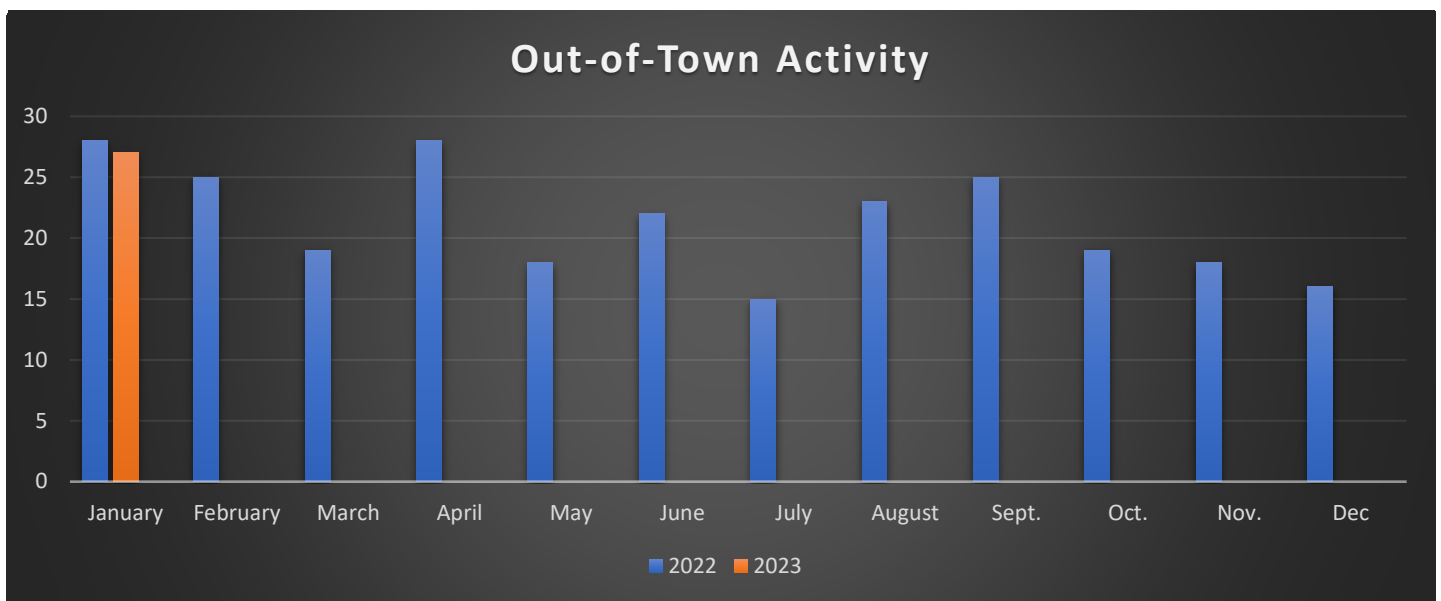
Business Checks: These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to assure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

- Personal Contact: 401
- Physical Check: 420
- Drive By: 3,855



Out of Town Activity: On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 25
- Other: 2



Attachment: Report to council December 15 2022 to January 14 2023 (5954 : Police Chief Report)

Status of Current Projects/Events:

- Reminder to Please subscribe for the Town of Haymarket’s Emergency Management notification system. Text the word “Haymarket” to 888777 to subscribe.
- Our first 2023 Blood Drive took place on January 11, 2023. at the Hilton Garden Inn. The event was well attended and received. 37 units of blood was collected.
- Officer Burgoon completed General Instructor Development Class.
- Officer Burgoon provided a “stranger danger” presentation to a group of local Girl Scouts.
- Officers have begun placing “Property Check” cards at local businesses during night shift. These cards re-assure our local business community that we have a vested interest in keeping their location secure at all hours of the day and night.
- All departmental forms have been formalized, brought up to date and aligned with statutory requirements.
- The New Administrative assistant working out very well.

#	Name of Event	Date of Event	Status
1	Haymarket PD Blood Drive	January 11, 2023	Completed
2	Polar Plunge	February 18, 2023	Upcoming
3	Farmers Market	TBA	Upcoming
4	Drug Take Back	April 22, 2023	Upcoming
5	Torch Run for Special Olympics	June 8, 2023	Upcoming
6	Relay for Life	June 10, 2023	Upcoming
7	Flags for Hero’s	TBA	Upcoming
8	Ice Cream Social	June 15, 2023	Upcoming
9	Water Balloon Fight	June 15, 2023	Upcoming
10	Coffee with a Cop	TBA	Upcoming
11	National Night Out	August 1, 2023	Upcoming
12	Dominion Valley Regency Grand-Kids Day	TBA	Upcoming
13	Cookies & Cream with a Cop	TBA	Upcoming
14	Coffee with a Cop	TBA	Upcoming
15	Summer Concert	TBA	Upcoming
16	Cupcakes with a Cop	TBA	Upcoming
17	Woman’s Self Defense Class 1	TBA	Upcoming
18	Cookies and Cream and Cops	TBA	Upcoming
19	Coffee with a Cop	October 4, 2023	Upcoming
20	Haymarket Day	October 21, 2023	Upcoming
21	Cupcakes with a Cop	TBA	Upcoming
22	Prince William Co. Truck or Treat	TBA	Upcoming
23	Drug Take Back	TBA	Upcoming
24	Halloween Candy Handout	TBA	Upcoming
25	Woman’s Self Defense Class 2	TBA	Upcoming
26	Christmas in Haymarket	TBA	Upcoming
27	Santa Cops (East)	TBA	Upcoming
28	Operation Santa Claus	December 16, 2023	Upcoming
29	Santa Cops (West)	TBA	Upcoming

Respectfully Submitted,

Allen Sibert

Chief of Police

Attachment: Report to council December 15 2022 to January 14 2023 (5954 : Police Chief Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans/Projects						
Park Sidewalk	Katie/Thomas	4/27/2021	1/27/2023	TEG/Town		-Town provided adjacent project plans of record. Researching plans for Haymarket Station, Villages of Haymarket Phase II and previous Streetscape project -Geotech field work completed 12/20. Survey work delivered early January -30% plans provided mid January -Progress meetings every other week
Crossroads Village	Katie/Thomas	10/18/2018	1/26/2023	Applicant		-Construction and Town E&S inspections ongoing -Revision 3 submitted 10/20. Comments provided 12/5 -Quarles property zoning question meeting 1/6
Robinson Village	Katie/Thomas	8/13/2020	1/26/2023	Applicant		-Construction and Town E&S inspections ongoing -Pavement design submission expected
Robinson's Paradise	Katie/Thomas	1/4/2021	1/26/2023	Applicant		-Construction and Town E&S inspections ongoing
Haymarket Town Center Final Site Plan	Katie/Thomas	9/8/2016	1/25/2023	RDA		-Test pit change order approved -2nd Submission comments provided 12/6 -E&S approval letter provided for DEQ -RDA to provide final submission and VSMP registration statement
Jeffreson/Fayette Street Site Plan	Katie/Thomas	10/5/2018	1/24/2023	Applicant/Town		-PC approved plans 1/19 contingent on staff approval of plans -Town provided input on streetlight requirements. Applicant to provide updated inserts -Approval letter drafted for receipt of inserts
Crossroads Village - Kiddie Academy	Katie/Thomas	7/27/2022	1/9/2023	Applicant		-Preliminary plan digital 2nd submission received 11/7. Approved 11/29/22 -Final SP first submission 1/9/23. Comments due 2/20


Attachment: 2023-01 Jan Engineer's Reports_KMM (5955 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
Active Plans						
Park Building Assessment	Katie/Thomas	10/5/2022	1/5/2023	Town		-Site visit performed 11/2 -Assessment/Condition Analysis Report received 12/30/22 -Recommended having contractor price repairs
QBE	Katie/Emily	1/20/2017	12/14/2022	Applicant		-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8 - Potential development discussion conference call w/ The Land Lawyers
Bleight Residential Plan	Katie/Thomas	8/5/2022	11/22/2022	Applicant		-Conditional engineering approval provided 11/23
Crossroads Village - Lidl	Katie/Thomas	1/6/2022	11/22/2022	Applicant		-Issued conditional approval and accepted inserts -Signature sets provided to applicant 11/22
MWCoG	Katie	2/14/2022	4/22/2022	Katie		-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant		-As-built submission and bond release coordination
Low Activity Plans						
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant		-Received inserts and recommend for approval 11/3. Bonds to be posted
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant		-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant		-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant		-Engineering review comments provided 3/4/20

Attachment: 2023-01 Jan Engineer's Reports_KMM (5955 : Town Engineer Report)

Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney 

Re: February 2023 Town Attorney Report

Date: January 31, 2023

NOT CONFIDENTIAL

This is a non-confidential report on matters that my office has been working on for the Town since my last report, December 22, 2022:

1. Continued the Bean matter to a trial date of December 18-20, 2023. Discussions continue for a settlement.
2. Began to prepare training materials for the BZA training scheduled for February 28.
3. Advised staff as to a zoning determination for the self-storage facility.
4. Advised staff as to collection of transient occupancy tax from Expedia.

Attachment: February 2023 Town Attorney Report (5956 : Town Attorney Report)



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

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Tracylynn Pater
 DATE: February 6, 2023
 SUBJECT: Business/Community Liaison Report

Here is a short synopsis of January for the Business Liaison....

- Touched base with staff on business and town happenings
- Reviewed Farmers Market Application and Outline for 2023 season
- Planning Business Round Table for March
- Reviewed Event Planner job description and release
- Communication Plan in outline/process

We said "good-bye" to Erin Mann, our Event Planner and Farmers Market Manager, on the 31st of January. Her contribution and guidance was and continues to be incredibly appreciated and valued
 ~ Wishing her much success and happiness in all of her future endeavors!



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

MEMORANDUM

TO: Honorable Mayor and Town Council
 FROM: Bob Weir, Planning Commission Liaison
 DATE: February 6, 2023
 SUBJECT: Monthly Report

The Planning Commission meeting of January 17, 2023 addressed the following:

- Adopting the 2023 Meeting Schedule.
- Updates on the progress and timeline of the Comp Plan Review.

Respectfully submitted,

Bob Weir



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

To: Haymarket Town Council

From: Marchant Schneider

RE: ARB Liaison Report

Date: February 6, 2023

MEMORANDUM

ARB Liaison Report / January 2023

The ARB reviewed and conditionally approved new signage for Cookies and Cream (Ghosted Concepts).

The Board also reviewed and made recommendations regarding signage proposed for the planned Lidl grocery.

The ARB will continue its comprehensive review of the ARB Guidelines through the spring.

Respectfully submitted

Marchant Schneider
ARB Liaison

Attachment: Memo to Council ARB Liaison Report 020623 (5963 : Architectural Review Board Liaison Report)



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

ROBERTO GONZALEZ
 TOWN TREASURER

STAFF REPORT
January 30, 2023

FISCAL YEAR 2022-23 BUDGET AMENDMENT

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment exceeds that amount, a Public Hearing is required. The Council may adopt the amendment at this meeting.

REQUESTED BUDGET AMENDMENT

1. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the Cigarette Tax, Meals Tax, and Town Event Revenue line items to adjust for the increase in revenues that are currently being collected, exceeding the budget expectations.

Revenue Source Line Item			
<u>Line Item</u>	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Cigarette Tax	\$ 130,000	\$ 140,000	\$ 10,000
Meals Tax	\$ 1,000,000	\$ 1,100,000	\$ 100,000
Town Events	\$ 70,000	\$ 80,000	\$ 10,000

2. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the DMV Select Commission Revenue line item to adjust for the removal of the pilot program in Town Hall.

Revenue Source Line Item			
<u>Line Item</u>	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
DMV Select Commission	\$ 60,500	\$ 0	(\$ 60,500)

3. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the LOLE Grant Revenue line item to adjust for increase in grants the Police Department has been awarded.

Revenue Source Line Item

Line Item	Adopted 2022-23 Budget	Amended Budget	Change
LOLE Grant	\$ 3,094	\$ 4,393	\$ 1,299

4. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the Carry-Over Surplus line item to recognize the Transient Occupancy Tax revenue from FY2021-2022 budget that per the MOU agreement for satisfactory reimbursements invoices.

Revenue Source Line Item

Line Item	Adopted 2022-23 Budget	Amended Budget	Change
Carry-Over Surplus	\$ 250,000	\$ 273,580	\$ 23,850

5. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to adjust for the salaries/wages in the Administration department such as Regular salaries, DMV Clerk Salaries, and Part Time salaries. This amendment is to adjust for the two new positions that have been created after the adopted budget FY2023 was implemented. The amendment also addresses the removal of the DMV Clerk line item as the Town no longer is participating in the pilot program with the DMV. This amendment request address additional cost for the Zoning Text Amendment update that was executed this fiscal year.

Expenditure Source Line Item

Line Item	Adopted 2022-23 Budget	Amended Budget	Change
Town Administration: Salaries/Wages - Regular	\$ 357,513	\$ 330,500	(\$ 27,013)

6. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to make the adjustment for the Police Departments Part Time Administrator position that was voted on by Council for this current fiscal year.

Expenditure Source Line Item

Line Item	Adopted 2022-23 Budget	Amended Budget	Change
Police Department: Salaries/Wages - PT Admin.	\$ 0	\$ 19,500	\$ 19,500
FICA/Medicare	\$ 43,437	\$ 44,937	\$ 1,500
Unemployment Insurance	\$ 3,000	\$ 3,360	\$ 360
Worker's Comp. Insurance	\$ 22,825	\$ 23,305	\$ 480

- 7. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the Office Equipment Rental line item in the Police Department. The department has been awarded additional grant funds from when the budget had been adopted earlier this fiscal year.

Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Police Department:				
Office Equipment Rental	\$ 3,094	\$ 4,393	\$ 1,299	

- 8. The increase is due to the Towns first full year post COVID calendar of events. Sponsorships increased as the community and vendors began to fully participate in Town events this past year. This also increased the ability for the Town to expend items to facilitate the Town events and amenities necessary for each event.

Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Events:				
Events - Other	\$ 19,350	\$ 30,850	\$ 11,500	

- 9. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the Tourism/Traveling Marketing line item to increase the expenditures as the prior fiscal year the Town had funds it need to carry-over to this current year for to be expensed.

Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Economic Development:				
Tourism/Traveling Mar.	\$ 72,000	\$ 95,850	\$ 23,850	

- 10. The requested amendment to the adopted budget for Fiscal Year 2022-2023 to adjust for educational courses. Amending some funds from Planning Commission to the Architectural Review board’s educational course.

Expenditure Source Line Item				
<u>Line Item</u>	<u>Adopted 2020-21 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Planning Commission:				
Convention/Education	\$ 2,000	\$ 1,000	(\$ 1,000)	
Architectural Board:				
Convention/Education	\$ 500	\$ 1,500	\$ 1,000	

11. The requested amendment to the adopted budget for Fiscal Year 2022-2023 is to amend the Town Council budget by increasing Capital Improvement line item due to increase in Revenue funds for FY2023.

Expenditure Source Line Item				
<u>Line Item</u>		<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Capital Improvement Exp.	\$	218,271	\$ 291,677	\$ 73,406

Sample Motion
I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2022-2023 as designated on Resolution #2023-001

Or
Alternative Motion

SAMPLE RESOLUTION

ADOPT THE UPDATED 2022 PRINCE WILLIAM COUNTY SOLID WASTE MANAGEMENT PLAN

WHEREAS, the Solid Waste Planning and Recycling Regulations in Virginia Administrative Code Section 9VAC20-130 require that local jurisdictions, including Prince William County, develop and maintain comprehensive and integrated Solid Waste Management Plans that describe the current solid waste system and how solid waste will be managed over the next 20 years; and

WHEREAS, on June 22, 2004, by Resolution No. 04-705, the Prince William Board of County Supervisors (Board) adopted a County-wide Solid Waste Management Plan to meet Virginia regulations; and

WHEREAS, the 2004 Prince William County Solid Waste Management Plan included the Towns of Dumfries, Haymarket, Occoquan, and Quantico; and

WHEREAS, the adopted 2004 Prince William County Solid Waste Management Plan was submitted to the Virginia Department of Environmental Quality (VADEQ), and the agency approved the plan on April 22, 2005; and

WHEREAS, the County's 2004 Solid Waste Management Plan is nearing the end of the 20-year planning period; and

WHEREAS, the Board authorized funding in the fiscal year 2020 budget to revise and update the 2004 Solid Waste Management Plan to reflect changes in the County's solid waste management programs; and

WHEREAS, an updated draft Solid Waste Management Plan has been developed by a consultant, SCS Engineers, with input from professional staff and the Solid Waste Advisory Group, which is a standing committee of citizen members appointed by the Board; and

WHEREAS, the Solid Waste Advisory Group approved the updated draft Solid Waste Management Plan at its February 10, 2022 meeting, and the plan was subsequently submitted to the participating Towns of Dumfries, Haymarket, Occoquan, and Quantico for review; and

WHEREAS, a public outreach program was implemented to obtain public input on the updated Solid Waste Management Plan from homeowners' associations, private refuse collection companies, the Chamber of Commerce, and the general public; and

WHEREAS, pursuant to Virginia Administrative Code Section 9VAC20-130-120.F, the Solid Waste Management Plan must include a copy of the local governing body's resolution adopting the plan; and

WHEREAS, Virginia Administrative Code Section 9VAC20-130-130.B requires the Board to publish a notice and hold a public hearing on the Solid Waste Management Plan or a major amendment to the plan prior to adoption by the Board; and

WHEREAS, by Resolution No. 22-415 on September 6, 2022, the Board authorized the Clerk to the Board to advertise notice of a public hearing for the adoption of the updated 2022 Prince William County Solid Waste Management Plan; and

WHEREAS, a public hearing was advertised and conducted in the Prince William County Board chambers on October 11, 2022, and the Board subsequently adopted the updated 2022 Prince William County Solid Waste Management Plan by Resolution No. 22-477; and

WHEREAS, Virginia Administrative Code Section 9VAC20-130-120.G requires the adopted Solid Waste Management Plan be approved by members of the solid waste planning unit, which includes the Towns of Dumfries, Haymarket, Occoquan, and Quantico;

NOW, THEREFORE, BE IT RESOLVED that the [Name of Town Governing Body] hereby approves the adopted 2022 Prince William County Solid Waste Management Plan.

[Signature Lines]

ATTEST: _____

Resolution #2022-011 AMEND COUNCIL RULES OF PROCEDURE

BE IT RESOLVED by the Town Council of the Town of Haymarket, in accordance with the Town Charter, that the following Council Rules of Procedure be adopted, as amended on June 27, 2022, with an effective date of July 1, 2022.

Section 2-1: Meetings was amended changing time of regular monthly meetings to 6 pm, Section 2-6 (A): Organizational Meeting by changing the date of the meeting from July to the January after the November Town Council election and Section 5-1: Order of Business by moving closed session to the top of Order of Business that will start at 6 pm, when closed session is needed. This amendment will effect at the Town Council regular monthly meeting on July 5,2022

RULES OF PROCEDURE**Introduction**

These rules of procedure were designed and adopted for the benefit and convenience of the Haymarket Town Council. Their purpose is to help the Town Council conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert's Rules of Order Newly Revised* and applicable Virginia laws. The rules of procedure do not supersede the provisions of the Town Charter. The rules of procedure do not create substantive rights for third parties or participants in proceedings before Town Council. Further, the Town Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. The failure of the Town Council to strictly comply with the rules of procedure shall not invalidate any action of Town Council.

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

- A. To enable the Haymarket Town Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;
- B. To protect the rights of each individual Council member;
- C. To preserve a spirit of cooperation among Council members; and
- D. To determine the will of Town Council on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

- A. The business of the Town Council should proceed in the most efficient manner possible;
- B. Town Council's rules of procedure must be followed consistently;
- C. Town Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;
- D. Only one subject may claim the attention of Town Council at one time;
- E. Each item presented for consideration is entitled to full and free discussion;
- F. Every member has equal rights to participate and vote on all issues, as provided by the Town Charter;
- G. Every member must have equal opportunity to participate in decision making;
- H. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- I. The Council must act as a body.

SECTION 2 – MEETINGS

Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Haymarket Town Council (hereinafter referred to as the Council) shall be established as follows:

First Monday of the month, 6:00 p.m. Closed Session, As Needed 7:00 p.m. – Regular meeting
Last Monday of the month, 7:00 p.m. – Work Session

Meetings shall be held in the Town Hall Council Chambers. The Council may hold additional meetings or work sessions at other locations and times, or may change the locations and times of regularly scheduled meetings or work sessions as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings or work sessions shall be provided to the public and the press as required by State Code.

Section 2-1.1. Continued Meetings

A regular meeting shall be continued to a date to be agreed upon in open session at the same time and place as the regular meeting. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2. Special and Emergency Meetings

- A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Article III, Section 1(10) of the Town Charter.
- B. Special meetings may be called by the Mayor, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The

Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of abode or place of business or via e-mail. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Emergency meetings may be called by the Mayor or any two members of Council in writing to the Clerk of the Council for the purpose stated in the notice of the emergency meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the emergency meeting shall be delivered to each member of the Council by giving reasonable notice at his or her place of abode or place of business or via e-mail. Only matters specified in the notice of the emergency meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

D. In accordance with the Code of Virginia, 2.2-3707(D) Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting, the Town Attorney, and the Town Manager.

Section 2-3. Legal Holiday

When a regularly scheduled Monday meeting falls on a legal holiday, the meeting shall be held on the following Tuesday unless the meeting is canceled or otherwise rescheduled by a majority vote of the Council.

Section 2-4. Adjourned or Recessed Meetings

A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.

B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-5. Cancellation or Rescheduling of Meetings

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Council shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore. The public and the media shall be notified promptly of the change.

Section 2-6. Organizational Meeting

A. The first meeting in January following the November Council election shall be known as the organizational meeting.

B. The Vice Mayor shall be elected at the organizational meeting for a term of two years in

accordance with the procedures set out in Section 2-7.

C. Following the election of the Vice Mayor, the Council shall make Liaison assignments as appropriate.

Section 2-7. Procedure for Election of Vice Mayor

A. Election of the Vice Mayor at the organizational meeting shall be accomplished in accordance with the following procedures:

1. The Mayor shall call for nominations from the Council.
 2. Any Council member, after being recognized by the Mayor, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.
 3. After all nominations have been made the Mayor shall close the nominating process and open the floor for discussion.
 4. After discussion the Mayor shall call for the vote on each nominee in the order his or her name was placed into nomination.
 5. A majority of those voting shall be required to elect the Vice Mayor.
- B. The Vice Mayor shall serve until a successor is elected by the Town Council.

Section 2-8. Seating Arrangement

The Mayor shall occupy the center seat on the dais. Members of the Council shall select among seats according to seniority, unless determined otherwise by Council.

SECTION 3 – OFFICERS

Section 3-1. Mayor and Vice Mayor

The Mayor shall preside over all meetings of the Council; and, shall only vote in the case of a tie, as provided by the Town Charter. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

Section 3-2. Parliamentarian

The Town Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure, the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the Town Attorney is unavailable, the Town Manager shall serve as the Parliamentarian. All legal questions from Mayor and Council on all Town business shall be addressed to the Town Attorney.

Section 3-3. Preservation of Order

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;
2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
3. To call a brief recess at any time;
4. To adjourn in an emergency.

B. A decision by the presiding officer under either of the first two powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time for the purpose of restoring calm.

SECTION 4 – AGENDA

Section 4-1. Preparation

A. The Town Clerk shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".

B. Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting or work session, as appropriate, following the request.

C. Any member of the public may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. Items that are based upon a statutory requirement will automatically be placed on the agenda by the Clerk. Requests for items that do not have a statutory requirement may only be added to the agenda if a member of Council agrees to sponsor such request.

D. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular work session agenda for consideration.

E. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.

F. Unless required by law, no item will be scheduled for a public hearing unless by the vote of a majority of the Council to hold a public hearing on the item.

Section 4-2. Delivery of Agenda

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the Town Attorney one week prior to the Monday work session and one week prior to the Monday regular Council meeting . Such materials shall be posted to the Town website on those dates.

Section 4-3. Copies

The Town Clerk shall prepare or cause to be prepared extra copies of the meeting package and shall make the same available to the public and the press in the Town Hall for public inspection.

Section 4-4. Internet

The Town Clerk shall post the agenda for all Town meetings and work sessions on the Internet for public information as promptly as possible.

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. Order of Business

A. At regular meetings of the Council on the 1st Monday of the month, the order of business shall generally be as follows:

1. *Call to Order*
2. *Roll Call*
3. *Closed Session, As Needed*
4. *Adjourn Closed Session*
5. *Pledge of Allegiance*
6. *Public Hearings (if any)*
7. *Citizens' Time*
Consent Agenda
 - a. *Minute Approval*
 - b. *Department Reports*
 - c. *Liaison Reports*
8. *Agenda Items*
9. *Councilmember Time*
10. *Adjournment*

B. The above order of business may be modified by the Town Clerk, as directed by the Mayor or Majority of Council, to facilitate the business of the Council.

C. Council work sessions are less formal meetings and the agenda may be as prepared by the Town Manager and Town Clerk to best facilitate the business of the Council.

D. Council elected to begin adopting a "consent agenda" based upon recommendation of the Mayor, Clerk and Town Manager for issues that do not need any additional discussion or deliberation by the Council. Please note, that any member of Council can request of the Mayor to remove an agenda item from the consent agenda prior to the adoption of the consent agenda.

Section 5-3. Citizen Participation

A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.

B. Public Comment

1. Individuals or groups wishing to speak at a regular Council meeting shall be recognized by the presiding officer during the Public Comment section of the meeting. Groups wishing to make a presentation are encouraged to submit a written request to the Clerk of Council by noon on the Thursday prior to the regular meeting date.

2. Public comments shall be for the purpose of allowing members of the public to present any Town business related matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.

3. Candidates running for any public office who wish to appear before the Council on issues related to their candidacy shall do so under Public Comments; and, shall adhere to the five minute time limit.

4. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.

5. The presiding officer shall open the Public Comments.

6. Each speaker shall clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking.

7. There shall be a time limit for each individual speaker of 5 minutes.
8. A representative of a civic association, a home owners association, or any organizations formally recognized and current with Internal Revenue Service and/or the Commonwealth of Virginia State Corporation Commission shall have ten (10) minutes for their presentation. In the event that there is a question as to whether an organization is recognizable for purposes of the extended time limitation, the presiding officer shall so determine. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.
9. There shall be no comment by speakers during Public Comment on a matter for which a public hearing is scheduled during the same meeting.
10. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting or work session by consent of the Town Council.
11. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Town Clerk.

B. Other than as stipulated above or during public hearings, no person shall be permitted to address the Council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.

C. No speaker's time shall be extended except by a majority vote of the Council members present.

D. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit a copy to the Clerk of Council by 12:00 noon on the Date of the Council meeting.

Section 5-4. Prohibited Conduct

A. Persons appearing before the Council will not be allowed to:

1. Market or solicit business from the Town;
2. Use obscenities or other speech tending to create a breach of the peace;
3. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;
4. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;
5. Engage in behavior that intimidates others;

B. The presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person, other than members of the Town Council, for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the presiding officer, subject to appeal to the Council, or by motion passed by the Council.

Section 5-5. Public Hearings

A. This section of the agenda shall be for public hearings as required by Town, State, or Federal law, or as the Council may direct.

B. The presiding officer shall conduct all public hearings.

C. The order of public hearings shall be as follows:

1. The presiding officer shall open the public hearing.
 2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee upon recognition of the presiding officer. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.
 3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation.
 4. The presiding officer shall then solicit comments from the public. Each speaker must clearly state his or her name and address. If the speaker is uncomfortable stating his or her address in public, he or she may provide that information privately to the Clerk of Council after speaking. There shall be a time limit of five (5) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of ten (10) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Council, by majority vote of the members present, may allow any speaker to proceed past the time limit.
 5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
 6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.
- D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.
- E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

Section 5-6. Action Items

This section of the agenda shall include items of a general nature to be considered by the Council. After the presiding officer has stated the item for consideration, staff may be asked to provide a brief summary.

Section 5-7. Items Not on the Agenda

With the Council's unanimous consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

Section 5-8. Closed Meetings

A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.

B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.

1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of

Information Act, which authorizes the Closed Meeting.

2. Members shall request the assistance of the Town Attorney when making additions to the published Closed Meeting agenda.

C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Council reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;

2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. Upon the vote of the Council as a part of the motion to convene the Closed Meeting, the Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue.

G. Individuals attending a Closed Meeting should respect the Council's decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential. The Council shall remind those attending the Closed Meeting of their duty in this regard as a part of their certification motion.

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, the Council may exercise any of the powers conferred upon it at any regular, special, or adjourned meeting at which a quorum is present. According to Article III of the Town of Haymarket Charter, a majority of the members of Council constitutes a quorum for the transaction of business. In the event that a meeting is held without a quorum of the Council, the Council may not take any action, whether formally or by consensus, including conducting public hearings.

B. If a quorum fails to attend any meeting that contains agenda items requiring action on the part of the Council, no action shall be taken and the Town Clerk shall enter such adjournment to the next regularly scheduled meeting in the minute book of the Council. The Clerk shall notify absent members thereof in the same manner as required for special meetings.

C. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Council shall constitute a quorum.

Section 6-2. Priority in Speaking on the Council

When two or more members of the Council wish to speak at the same time, the presiding officer shall name the one to speak first.

Section 6-3. Comments, Queries of Council Members

Council members are to observe the following rules during the discussion of agenda items:

A. The presiding officer shall keep discussion germane to the subject.

B. Council members may address questions to the Town Manager, staff or other appropriate individuals present at the meeting. All legal questions should be addressed to the Town Attorney.

Section 6-4. Action by the Council

A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5. Motions

A. Informal discussion of a subject is permitted while no motion is pending.

B. Any voting member may make a motion.

C. Voting members are required to obtain the floor before making motions or speaking, which they can do while seated.

D. A voting member may make only one motion at a time.

E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Substantive Motions

A. A substantive motion is any motion that deals with the merits of an item of business and is within the Council's legal powers, duties and responsibilities.

B. A substantive motion is out of order while another substantive motion is pending.

Section 6-7. Procedural Motions

A. Procedural motions are those motions that the Council may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.

1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.

2. Motion To Adjourn. At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.

3. To Take a Brief Recess. This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending

4. To Suspend the Rules. The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires a majority vote of members present.

5. To Defer Consideration. The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:

(a) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.

(b) (b) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

(c) Section 15.2-2286 of the State Code requires that a zoning petition must be "acted upon" within a "reasonable time," not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

6. Call the Question. The motion to call the question is not in order until every member of the Council has had an opportunity to speak at least once and. The motion is not amendable or debatable.

7. To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.

8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the matter is decided. No more than one (1) substitute motion may be made.

9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes..

Section 6-8. Debate

A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;
2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;
3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.
4. A member of the Council may vote against his or her motion, but may not speak against his or her motion.
5. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

Section 6-9. Duty to Vote

A. Each voting member of the Council who is present at a meeting is expected to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act.

B. If there is an abstention, it shall be the responsibility of the Town Clerk to note the abstention and the reason for abstaining, if stated, for the record.

Section 6-10. Method of Voting

A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.

B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.

C. An “affirmative vote” by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion has been rejected. When a motion fails on a tie vote, the “noes” prevail.

Section 6-11. Decisions on Points of Order

Any Council member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Council member may appeal the ruling of the presiding officer to the full Council which shall decide the matter by majority decision.

SECTION 7 - BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1. Appointments to Boards, Authorities, Commissions, and Committees

A. Members of boards, commissions and committees requiring a Council vote shall be appointed by an affirmative vote of a majority to serve specified terms as may be deemed to be appropriate by the Council or as specified by statute.

B. The Council by majority vote shall select the liaisons for the following: Planning Commission, Architectural Review Board, Finance, Business and Community Outreach. The liaisons shall be responsible for leading the discussion of the standing committees during Council meetings and for keeping the Council informed on issues related to their respective committees.

Committee liaisons will serve two-year terms.

C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

Section 7-2. Standing Committees Roles and Guidelines

The roles of and the operating guidelines for the standing committees shall be as adopted by a majority of the Council.

SECTION 8 -- GENERAL OPERATING POLICY

Section 8-1. Live Streaming via Webcast and Recording of Town Business

All meetings and work sessions of the Council, Planning Commission, Architectural Review Board and Board of Zoning appeals will be aired live via Webcast. Any additional gatherings may be aired via Webcast at the discretion of the Town Manager when in the best interest of the public, notwithstanding technology failures, power outages, and other complications beyond the control of the Town Staff. Copies of the broadcast may be obtained via the Town's website by download. If a copy of a meeting is desired, charges may apply.

Section 8-2. Numbering and Indexing of Resolutions and Ordinances

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions shall be numbered consecutively, and use the four digits of the calendar year, the month and day.

Example: for the first resolution made on January 1, 2013, the resolution number would be shown as: RES201301-01. Ordinances shall also be numbered consecutively.

Section 8-3. Minutes of the Council Meetings

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 8-4. Amending the Rules of Procedure

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 8-5. Special Rules of Procedure

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

SECTION 9 – CORRESPONDENCE POLICY

Section 9-1. Town Clerk

All correspondence for Council, Commissions, Boards and Staff should be copied to Town Clerk to ensure proper recording keeping.

Section 9-2. Town Attorney

Mayor and Council need to address all legal questions to the Town Attorney. The Town Attorney should be copied on any and all correspondence on town municipal matters.