



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, February 28, 2022

7:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

## I. Call To Order

Councilman Marchant Schneider: Late (7:05 PM), Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

## II. Pledge of Allegiance

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

## III. Agenda Items

Councilwoman Ramirez asked to have the Community Outreach Liaison added to the agenda. There were no objections to have the item added to the agenda.

### 1. Event Coordinator Presentation

Acting Town Manager Emily Kyriazi introduced Erin Mann, the Town's new Event Coordinator, to the Town Council. Mrs. Kyriazi gave Mrs. Mann the floor to share with the Town Council updates on the 2022 Town events and Farmer's Market information. Mrs. Mann stated that the Town's Farmer's Market season would start on April 24th. She also shared that March 29th would be the kick off for the newly structured Business Roundtable meetings. She continued with other event dates which are as follows: May 7th - community garden launch event; June 18th - Relay for Life event; August 2nd - National Night Out; August 20th - Summer Concert; October 15th - Haymarket Day; December 10th - Christmas and Holiday Event. Mrs. Mann also shared a new program that the Police Department is doing with local area pre-schools. She stated that an officer picks a book that they liked reading growing up or a book from local authors and reads that book to the children in the pre-school. She shared with the Town Council that there was such a positive response from the first visit that the Police Department decided to make this a monthly outreach program. She continued to share information regarding the Farmer's Market, since this is the current project. Mrs. Mann also shared information on the next Business Roundtable meeting. She concluded with that she had not started planning the bigger events and welcomed any comments or suggestions from the Council. There was a discussion on the Relay for Life event. There was also a discussion on the farmer's market and the area competing markets. There was a discussion on putting these events on the website calendar. Mrs. Kyriazi stated that she would work with Mrs. Mann to get the events on the website. There was also a discussion of the branding that would be used for the Farmer's Market.

### 2. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions regarding his monthly report. Mr. Gonzalez stated that revenues are exceeding expenditures and that the Town is in the black. He also shared that meals tax has been trending higher than budgeted. Mr. Gonzalez shared that he is expecting to receive the draft of the annual audit and will invite the auditors from Robinson, Farmer and Cox to a future meeting for a presentation. Mr. Gonzalez shared that the final audit for the CARES Act funding should be completed by the end of the month. A short discussion followed the car rental tax income. Mr. Gonzalez stated that he would research it and bring back information at the next meeting. There was a discussion on FOIA receipts and putting a dollar amount in that line item for budget reasons. There was also a discussion on the line item reflecting street beautification under public works. Mr. Gonzalez stated that this money was received during a previous administration to replace any damaged or deteriorated benches, the plates on the benches or trees from another non-profit. There was a request for Mr.

Gonzalez to expend on what the Town is going to do with the ARPA funds from an accounting perspective. Mr. Gonzalez stated that there is a plan to take the one time allowance and put toward the operating expenses. He provided information about the projects that the Town would like to complete with these funds. He also stated that at the strategic planning meeting, the Town Council discussed a possibility of doing a one time refund to real estate tax payers. A discussion followed on the ARPA funds and the FY23 budget.

### **3. Recommendation to Re-Appoint Don Meeks to BZA**

Acting Town Manager Emily Kyriazi shared that the Town Clerk has been updating the term expirations for boards and commissions. Mrs. Kyriazi stated that there were currently 2 BZA members whose terms have already expired and one BZA member whose term was going to expire in March 2022. She stated that one of the members whose term expired and the member whose term was to expire were interested in serving on the board for another 5 year term. Mrs. Kyriazi stated that, after speaking with the Town Attorney, each member would continue to serve until they are re-appointed or replaced. She stated that one member had not responded with an interest to serve. She continued state that the staff could have motions ready at the next meeting if the Town Council would like to proceed with recommendations of the two members that were interested. A short discussion followed on terms and providing the BZA members with town email addresses. The Town Council asked for those interested fill out an application before moving on forward with a recommendation.

### **4. TOT Discussion**

There was a brief discussion on updating the definitions and the changes that took place in September 2021 to adopt by ordinance at the next meeting.

### **5. Military Banner Replacemt Discussion**

Acting Town Manager Emily Kyriazi stated that the last time the military banners were put up, several were damaged and could not be put up. Mrs. Kyriazi stated that some of families noticed that there banners were not up and was inquiring about replacing them. She stated that when this program first was initiated, there was no replacement fee. She continued to state that she notified the families to see what it would cost to replace their loved ones banner. Mrs. Kyriazi shared the cost to replace the 11 damaged banners and shipping. She stated that the families would like to see that the Town incur the cost but would also be interested in taking on the cost because they see the importance of it. A discussion followed on a policy and enrollment standards. Mrs. Kyriazi shared that the Town needs to update and purchase more seasonal banners. She also shared that the seasonal banners only cover half the Town and provided an estimate to replace enough banners. There was a suggestion in taking a pause on replacing current banners and have a discussion on going forward in the future. Mrs. Kyriazi agreed stating that it should also include the street light beautification. Mrs. Kyriazi stated that she would have the maintenance worker evaluate each light pole and what the needs are for her to bring recommendations to the Town Council for the future. A discussion followed. Mrs. Kyriazi stated that she would come back with additional information on the banners and street light maintenance at the March Work Session.

### **6. RFP Sidewalk Update**

Town Planner Emily Kyriazi shared that she and Town Engineer were still actively working on the RFP and will bring updates as soon as she gets them.

### **7. Community Outreach Liaison**

Councilwoman Ramirez shared that at a previous meeting a community outreach position was on the Organizational flow chart. She stated that she would like to volunteer for the Community Outreach liaison position on the Council. She stated that she hopes to reach out to community groups and HOA's and work with the staff in order to keep the community in touch. There was a short discussion about working with the Business liaison. The Town Council asked Councilwoman Ramirez to work with the Business Liaison to develop roles and responsibilities for the Community Outreach liaison position to bring back at a future meeting for further consideration.

### **8. Report on Meeting with Prince William County Chair**

Acting Town Manager Emily Kyriazi shared that she and Mayor Luersen met with Prince William County Chairwoman Wheeler and staff earlier that day. Mrs. Kyriazi stated that the meeting that the purpose was to open up the communication with the County and that the meeting went very well. She stated that they talked about the County services available to the Town under their base taxes. She stated that the Mayor and herself highlighted items that they were more interested to learn about from the County to include stormwater tax and trash tax. She stated

that she asked if our residents were allowed to go to the County dump. She stated that she would be getting answers to continue questions. She stated that there was a discussion on IT services that the County could help with. They also discuss some of the grant opportunities for the ARPA funding that the County has available. Mrs. Kyriazi also stated that she asked for some assistance on the Town mapping by getting contacts that can get the Town map updated. She stated that all in all it was a very productive meeting and felt it was a start to a good relationship with the County. Mrs. Kyriazi stated that they plan on having quarterly meetings with the County. The Council discussed the County zoning permitting process and the quiet zone application that was submitted. Councilman Weir suggested that he and Councilman Schneider meet with the County building permit department to address the litany of complaints they receive from the citizens on the length to get permitting approved.

**IV. Closed Session - As Needed**

There was no need for a closed session at this meeting.

**V. Adjournment**

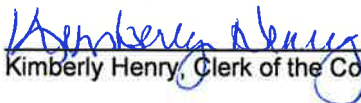
With no further business before the Town Council, Councilman Weir moved to adjourn with a second by Councilman Pasanello. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

Submitted:

Approved:

  
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 Kimberly Henry, Clerk of the Council

  
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 Kenneth Luersen, Mayor