



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING

~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, January 10, 2022

7:00 PM

Council Chambers

### **I. Call To Order**

### **II. Pledge of Allegiance**

### **III. Invocation - Mark Brady, Park Valley Church**

### **IV. State Legislature Day - Danica Roem**

### **V. Citizens Time**

### **VI. Consent Agenda**

#### **A. Minute Approval**

1. Mayor and Council - Work Session - Nov 29, 2021 7:00 PM
2. Mayor and Council - Special Meeting - Dec 6, 2021 5:00 PM
3. Mayor and Council - Regular Meeting - Dec 6, 2021 7:00 PM

#### **B. Department Report**

1. Town Administration Report
2. Police Chief Report
3. Town Treasurer Report
4. Town Planner/Zoning Administrator Report
5. Town Engineer Report
6. Town Attorney Report

#### **C. Liaison Reports**

1. Finance Liaison Report
2. Police Liaison Report
3. Planning Commission Liaison Report
4. Architectural Review Board
5. Business Roundtable

### **VII. Agenda Items**

1. Chief Sibert's 100 Days in Review Presentation
2. 2022 Meeting Schedule
3. Town Hall Inclement Weather Policay
4. RFP for Town Sidewalk
5. Event Coordinator Position

### **VIII. Councilmember Time**

1. Bob Weir
2. Joe Pasanello
3. TracyLynn Pater
4. Marchant Schneider
5. Mary Ramirez
6. Chris Morris
7. Ken Luersen

### **IX. Closed Session**

### **X. Adjournment**



# 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, November 29, 2021

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: Absent, 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 invited everyone to stand for the Pledge of Allegiance.

### III. Oath of Office Swearing In

Mayor Luersen shared that the Town had a special election and that the Town elected Mary Ramirez to fill the vacant Council seat. A special election was held because of the date changes in Town elections and the state statute that required Towns that had a vacancy before the general election hold a special election of that seat. At this time, Prince William County Clerk Jackie Smith gave the oath of office to Mary Ramirez as Councilwoman with her term expiring December 31, 2022.

### IV. Agenda Items

Mayor Luersen stated that Councilwoman Ramirez would like to add an item on the agenda. Councilwoman Ramirez stated she would like add on Haymarket Days of Service on the agenda and give a presentation of her idea. With no objection, the item was added on the agenda.

#### 1. Haymarket Days of Service

Councilwoman Ramirez presented her idea for Haymarket Days of Giving. She shared that this would be a community outreach program that would take place in the spring and fall. She gave projected dates for each event and the timeline and application process. She shared that she would seek out sponsorship for the event and establish service teams. She gave examples of possible service options, restrictions and responsibilities of the Town and of the applicant. After the brief presentation, Councilwoman Ramirez encouraged a discussion on the ideas from the Town Council. After a lengthy discussion and suggestions on the ideas, the Town Council stated that they would like to get more concrete information on the application process, a more detailed list and responsibility of service teams and research with possible draft of the waiver. The Town Council asked that Mrs. Ramirez research municipal waivers with the help from Councilman Weir. No further action was taken until the research on municipal waivers was completed.

#### 2. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave a brief explanation on the monthly financial report regarding the details of the Cares Act funds expenditures and moneys still remaining. Mr. Gonzalez also shared that the finance liaisons and himself have started working on the FY23 budget. He stated that he recently received a letter that the attorney fees would be increasing for the next budget season. A short discussion on the legal fees. There was a short update on the Haymarket Day video that was used with the Cares Act funds. Town Manager Chris Coon shared that the video was finalized and would be published on social media within the week.

#### 3. Franchise Agreements

There was a discussion on the franchise agreements. Town Manager Chris Coon recommended that the Town get the attorney involved in reviewing the agreements and advised from there. Councilman Bob Weir gave a brief history on the franchise agreements. Discussion

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continued on the subject. The Town Council asked that the Town Attorney be prepared to answer any questions at the next meeting after reviewing the contracts.

**4. Zoning Text Amendment**

Town Planner Emily Kyriazi shared the requested edits after the November public hearing. The edits included: scheduled fees, lot coverage, conservation district uses, sidewalks, commercial uses - particularly hotels, all districts parking standards, mobile food units, and formatting. A short discussion followed on the edits. Mrs. Kyriazi stated that she will present the final edited draft of the ZTA, with the exception of formatting, for consideration of approval at the next regular meeting.

**5. Design Build Policy Discussion**

Town Manager Chris Coon stated that once the Design Build Policy is in place, then the Town can move forward with the RFP on the sidewalk on Washington Street in front of the Town Park. Mr. Coon stated that the attorney informed him that a policy that meets state code must be in effect prior to going forward with the RFP. A short discussion followed. Mr. Coon stated that after the review, the subject would be on next week's agenda for action at the next regular meeting.

**6. Town Hall Site Plan Completion**

Town Treasurer Gonzalez shared information on the Town Hall Site plan completion that was given to staff from Rinker Designs. Town Planner Emily Kyriazi provided more information to get the site plan completed, such as outside agencies submissions and comments. She stated that everything should be ready to go within 9 months. Discussion followed on the subject and timeline.

**7. Town Maintenance Vehicle Discussion**

Town Manager Chris Coon shared that the finance liaisons worked with Police Chief Sibert on a town maintenance truck. The liaisons ask the Town Council on the price range for such vehicle. The liaisons recommended a vehicle in the range of \$5000 for the scope of work that is needed. After a discussion, the Town Council agreed on a vehicle with a price range between \$5000-\$7500.

**8. Signatory for Bank Accounts**

Town Treasurer Roberto Gonzalez stated that Councilman Pasanello, the Mayor and the Town Manager were the current signatories for the bank account. He stated that due to the upcoming changes, the Mayor and Mr. Pasanello would be the only two signatories. Mr. Gonzalez suggested that it is always good to have 3 signatories. There was a short discussion on the subject. There was a consensus of the Town Council for the Town Clerk to be the third signatory on the bank account.

**9. 2022 Meeting Schedule**

Town Clerk Kim Henry shared dates with the Town Council that were legal holidays and alternative dates. She also asked directive on the December 27, 2021 Work Session. She stated that staff provided most of the items during this work session meeting in case the Town Council would like to cancel the December Work Session. A short discussion followed on the alternative meeting dates for 2022. Ms. Henry stated that she would have the edited version of the meeting dates ready for the Council to vote on at the next meeting.

**2. Motion to cancel December 27 2021 Work Session**

**Councilman Weir moved to cancel the December 27, 2021 Work Session. The motion was seconded by Vice Mayor Pater. The motion carried**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Morris, Pasanello, Weir, Pater, Ramirez
<b>ABSENT:</b>	Marchant Schneider

**10. Personnel Policy and Compensation Plan Survey**

Town Manager Chris Coon gave the personnel policy updates. He stated that the policy is not complete and that he would not be able to complete it by the end of the year.

**11. Update: Community Garden Agreement**

Town Planner Emily Kyriazi shared that she was still working on the Community Garden Agreement with the Town Attorney and the organization interested in taking over the community gardens. A short discussion followed.

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**12. Audio/Visual Quote**

Town Manager Chris Coon shared the quotes from 2 companies to upgrade the audio/visual for Town Meetings. There was a question if there was a side by side comparison. Town Manager Chris Coon recommended going with the current company that the Town uses for the upgrade. The Town Council asked to put this on the regular meeting agenda for action.

**13. Strategic Initiative**

Mayor Luersen stated that this item has been put on the agenda to start prepping for the next budget session as a reminder.

**14. Organizational Chart**

Town Manager Chris Coon provided the draft organizational chart that was requested by the Town Council. There was a short discussion on the chart.

**V. Closed Session - As Needed**

**1. Motion for a Closed Session**

Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the office of the Town Manager; and as permitted by Virginia Code § 2.2-3711 (A)(3), a matter involving disposition of publicly held real properties specifically involving 15020 Washington Street, where as a discussion in an open meeting would adversely affect the Town's bargaining position. Councilman Pasanello seconded the motion. The motion carried.

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

**2. Certification**

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

Without objection from the Town Council, Councilman Weir directed the Mayor to proceed as discussed.

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

**VI. Adjournment**

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

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1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Morris, Pasanello, Weir, Pater, Ramirez
<b>ABSENT:</b>	Marchant Schneider

Submitted:

Approved:

\_\_\_\_\_  
Kim Henry, Clerk of the Council

\_\_\_\_\_  
Ken Luersen, Mayor

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# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 6, 2021

5:00 PM

Town Hall Conference Room

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 5:00 PM.

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

Councilman Marchant Schneider: Absent, 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. Closed Session

#### 1. Motion to Go into Closed Session

Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving consideration or interviews of candidates of employment or appointments specifically dealing with the Haymarket Town Manager. Councilman Pasanello seconded the motion. The motion carried.

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

#### 2. Certification

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

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

### III. Adjournment

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

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1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Morris, Pasanello, Weir, Pater, Ramirez
<b>ABSENT:</b>	Marchant Schneider

Submitted:

Approved:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Ken Luersen, Mayor

Minutes Acceptance: Minutes of Dec 6, 2021 5:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 6, 2021

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

Councilman Marchant Schneider: Present, 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 invited everyone to stand for the Pledge of Allegiance.

After the Pledge, Councilman Weir asked to add to agenda under Agenda Items VII, Section 8 changing the Town Elections from May to November. There were no objections to the request and that item was added to the agenda.

Also at this time, Councilman Morris asked to add Acknowledgement of Service after the invocation. There were no objections and that item was added to the agenda.

### III. Invocation - Rev Sean Rousseau, St. Pauls Episcopal Church

The Reverend Sean Rousseau from Saint Pauls Episcopal Church gave the evening's invocation.

### IV. Acknowledgement of Service

Councilman Morris invited Captain Greg Smith to the podium. Councilman Morris read a resolution acknowledging Captain Smith's dedication and service to the Town of Haymarket. Mayor Luersen presented Mr. Smith with a plaque. Captain Smith stated that he enjoyed coming back to the Town and congratulated the Council on their selection of the new police chief. He encouraged the Town to be accredited. Mr. Smith also acknowledged Sergeant Davis and complimented him for a job well done. At this time, Police Chief Sibert pinned Captain Smith with the Distinguished Service Bar.

In addition, Councilman Morris invited Sergeant Jacob Davis to the podium. Councilman Morris read a resolution acknowledging Sergeant Davis for his service and dedication to the Town of Haymarket. Mayor Luersen presented Sergeant Davis with a plaque. At this time, Police Chief Sibert pinned Sergeant Davis with the Distinguished Service Bar, Police Commendation Bar, and Officer of the Year for 2021. Sergeant Davis thanked the Council for the recognition and also thanked the staff for the support as he transitioned to the new position.

### V. Presentation FPF Update - PWC Asst Fire Chief Kurt Heindricks

Kurt Hendrix from Prince William County Fire and Rescue gave a brief update by stating that because of the Town of Haymarket's commitment to purchasing 81 ballistic vests, the County have also committed to outfitting the rest of the department in ballistic vests. After a short discussion, the Town Council thanked Mr. Hendrix for the departments help during Haymarket Day. There was a suggestion that the department bring the watercraft that the Town help furnish to participate in the 2022 Haymarket Day parade and event.

### VI. Citizens Time

There were no citizens present at this meeting.

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## VII. Consent Agenda

Councilman Pasanello asked to pull the Treasurer's Report, the Town Zoning and Planning Report, the Police Chiefs Report and the Town Attorney Report.

**Councilman Weir moved to adopt Consent Agenda Items A 1-3, B1 and 5, and C 1-5. Councilman Pasanello seconded the motion. The motion carried.**

### A. Minute Approval

1. Mayor and Council - Work Session - Aug 23, 2021 7:00 PM

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

2. Mayor and Council - Work Session - Oct 25, 2021 7:00 PM

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

3. Mayor and Council - Public Hearing/Regular Meeting - Nov 1, 2021 7:00 PM

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

### B. Department Reports

1. Town Administration Report
2. Town Treasurer Report

Councilman Pasanello asked for this item to be pulled so that Town Treasurer Roberto Gonzalez could discuss the 2023 budget. Mr. Gonzalez shared that 2023 budget work session plan with the Town Council. Mr. Gonzalez stated that he would like to have a special meeting to work on just the budget items. There was a short discussion on the budget timeline.

3. Police Chief Report

Councilman Morris asked for this item to be pulled from the Consent Agenda so that the Police Chief could share updates and future events that the department would be involved in. Police Chief Sibert shared that the department is working with a Scout Troop #1833 for a stocking stuffer event and with Haymarket Food Pantry to provide some items for them. He also shared that he has been in contact with Santa and that the department will be driving through Haymarket neighborhoods on December 18 with small toys for the children. There was a short discussion about the drone policy. Chief Sibert shared that there was a drone purchased at one time by the Town but to his knowledge it has not been used. He stated that he would like to put forth a policy that would help the Town with real time issues like accidents and other events that would inform the citizens. There was a discussion on the policy.

4. Town Planner/Zoning Administrator Report

Councilman Pasanello asked for the Town Planner report to be pulled so that Town Planner Emily Kyriazi could update the Town Council on the sidewalk at the Haymarket Hotel. Mrs. Kyriazi gave several progress updates regarding the Haymarket Hotel. The first update was on the example of the stamped concrete that would be used for the sidewalk. She stated that herself and some Council Members were invited to tour the hotel and look at the example. She stated that during the tour, she noticed that the area between the sidewalk and the right of way on the Jefferson Street side seemed very narrow. She stated that she, Councilman Schneider and Mr. Ryan Morgan from the hotel looked at the area. She stated that as they continued along Washington Street, there was concern on the width of the sidewalk. She referred to the zoning text amendment on the required width of the sidewalk. She stated that there also handicap ramps that affect the sidewalk. Mrs. Kyriazi stated that she would be speaking with the Town

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Engineer and will be bringing more information at a future meeting about all sidewalk issues. Discussion followed on the subject. Mrs. Kyriazi also shared that the hotel may be delayed in their anticipated end of January 2022 opening due to connecting to permanent power issues. Town Planner Emily Kyriazi shared that Aldi was having their grand opening on December 9th at 7 am. A short discussion on the ribbon cutting and grand opening. Mrs. Kyriazi also updated the Town Council on the McDonald's second lane construction update.

Lastly, Town Planner Emily Kyriazi updated the Town Council on the Crossroads Village Center property. She stated that grading has started on the property and that the eastern side of the property will have an existing fencing would be removed by January 3, 2022.

**5. Town Engineer Report**

**6. Town Attorney Report**

Councilman Weir asked for the Town Attorney to update the Town Council on the TOT changes that may affect them. Attorney Martin Crim provided the updates. As requested from the previous work session, Attorney Crim explained the franchise agreements with the Town. He explained the franchise agreement particularly with Contel, which is now part of Verizon. He stated that this agreement is for telephone and any other service that's lawfully provided. If they have authority from Virginia to operate as a utility service, they would be allowed to provide internet through their existing lines. They don't have the ability to offer cable tv service because that is a separate agreement. If they are using public streets to provide an utility, they need to have a franchise agreement. If they are using private property or touching private property and not using public streets, a franchise agreement is not needed. Since Verizon is not using public streets, then they do not need a franchise agreement. A discussion followed on informing the citizens. The Town Council asked the attorney to draft a statement to inform the citizens of the franchise agreements. Mr. Crim suggested to put the franchise agreements on the website. Further discussion followed on the subject.

Lastly, there were questions on the current leases that the Town has with various tenants. Attorney Crim stated that his office has not approved any of the leases that were entered into within the last 5 years, which is required. A short discussion followed on the policy that was put in place in 2014. There was a consensus of the Town Council for the staff to work with the Town Attorney on the leases.

**C. Liaison Reports**

- 1. Finance Liaison Report
- 2. Police Liaison Report
- 3. Planning Commission Liaison Report
- 4. Architectural Review Board Liaison Report
- 5. Business Roundtable Report

**VIII. Agenda Items**

**1. Ordinance 2021-002: Zoning Text Amendment**

Town Planner Emily Kyriazi stated that after speaking with the Town Attorney, the Zoning Text Amendment can be adopted for its content. Mrs. Kyriazi presented draft Ordinance 2021-002 for consideration. Attorney Crim stated that he reviewed the ZTA and can be adopted as presented.

**Councilman Pasanello moved to adopt Ordinance 2021-002, an ordinance to update Chapter 58 of the Code of Ordinances of the Town of Haymarket concerning zoning as presented. Councilman Morris seconded the motion.** A short discussion followed on pending applications, SUP's and effective date. **The motion carried by a roll call vote.**

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

**2. Design/Build Policy**

Town Manager Chris Coon provided the updated Design/Build Policy with Attorney Crim's comments. Mr. Coon went over the amended edits.

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**Councilman Weir moved to adopt the Town of Haymarket's Design-Build Policy as amended. Councilman Pasanello seconded the motion.** A short discussion followed on the bidding process. **The motion carried by a roll call vote.**

<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

### 3. Town Hall Site Plan

Town Planner Emily Kyriazi gave a brief update from the discussion at the Work Session. There was a discussion on the subject in relation to the budget. The Town Council gave the directive for staff to move forward.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

### 4. Audio/Video Quote

Mayor Luersen gave a side by side comparison upon the request at the previous Work Session. A short discussion followed on the quotes.

**Councilman Morris moved to enter into a contract with CTSI to provide audio and visual services for the Town Council Chambers in the amount not to exceed \$29,253.30 from Cares Act Funds. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

### 5. DMV Contract: Authorized Signer Designation

Town Clerk Kim Henry shared that with Town Manager Chris Coon leaving employment from the Town of Haymarket at the end of the year, DMV requires the Town to appoint another authorized signer for the contracts. A short discussion followed on the subject. The Town Council directed the Mayor to be the authorized signer for the DMV Contract. No further action was needed.

### 6. Events Position

Town Planner Emily Kyriazi presented and explained the positions of the event coordinator and the social media specialist. Mrs. Kyriazi stated that the events coordinator position is a part time 15-25 hours per week. The position would entail planning, coordinating and executing all Town community events to include Haymarket Day, Christmas event, summer concert and the farmer's market. Also planning, coordinating and executing all police events in conjunction with the Police Chief. Mrs. Kyriazi gave detailed information on the farmers market responsibilities and growth. Mrs. Kyriazi also gave details on the social media specialist and their responsibilities. She stated that she separated the position for an individual who is knowledgeable in social media platforms who can develop a brand for the Town. She stated that this position is also a part time position with 10-16 hours per week and would work directly with the Town Manager. Mrs. Kyriazi gave a detailed job description on this position. The Town Council discussed each position presented and how the positions would be budgeted. The Town Council directed Mrs. Kyriazi to work with the finance liaisons to further discuss and fund the positions and bring the recommendations to the next regular meeting.

### 7. Haymarket Days of Service

Councilwoman Ramirez provided examples of volunteer waivers from other jurisdictions for further discussion. Councilwoman Ramirez asked for input regarding the waivers from the Town Attorney. Attorney Crim provided information regarding waivers. A discussion followed on the waivers and process of the scope of work perimeters. A lengthy discussion ensued on having a non-profit to organize the event and the Town would participate along side the non-profit. There was also a suggestion to have a community service day in public areas rather than on private

properties. The Town Council tabled this subject until a more detailed plan and policies are established.

#### 8. Ordinance 2021-003: Election Date Change

Councilman Weir read the ordinance to move the Town elections from May to November in its entirety.

**Councilman Weir moved to adopt Ordinance #2021-003. Councilman Pasanello seconded the motion. The motion carried by a roll call vote.**

<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

## IX. Councilmember Time

### 1. Bob Weir

Councilman Weir shared that Prince William County scheduled a public hearing on the data center at Catharpin. Mr. Weir also asked that staff follow through with the trash service on scheduled pick up.

### 2. Joe Pasanello

Councilman Pasanello wished everyone a Happy Holiday.

### 3. TracyLynn Pater

Vice Mayor Pater shared information on upcoming Holiday event scheduled for December 11th. She stated that the tree lighting would be at 5:30 PM. Vice Mayor Pater reminded everyone that donations were still be accepted for the Haymarket Regional Food Pantry.

### 4. Marchant Schneider

Councilman Schneider recognized the part time maintenance worker on decorating the Town building and grounds for the Holiday. He also stated that he visited the Haymarket Hotel and commented that it will be a beautiful facility. Lastly, Councilman Schneider thanked Town Manager Chris Coon for his service to the Town and that he will be greatly missed.

### 5. Mary Ramirez

Councilwoman Ramirez also thanked Town Manager Chris Coon for his service to the Town. She also thanked the Chief and the Police Department for organizing their event on December 18th. Lastly, Councilwoman Ramirez stated that she worked with the Rotary Club with wrapping packages for those in need.

### 6. Chris Morris

Councilman Morris wished everyone a safe Christmas. Mr. Morris also reminded everyone of the holiday events in Haymarket this season.

### 7. Ken Luersen

Mayor Luersen stated that he would be doing the Mayors walk on Saturday. He also reminded everyone of the Towns holiday events.

## X. Closed Session

### 1. Closed Session Motion

**Councilman Weir moved to go into closed session as permitted by Virginia Code § 2.2-3711 (A)(7), consultation with legal counsel or briefing by staff members or consultants pertaining to: probable litigation involving 14600 Washington Street and the pending case of The Town of Haymarket vs. Bean; Where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the Town and as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to all leases of the Town properties. Councilman Morris seconded the motion. The motion carried.**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Chris Morris, Councilman  
**AYES:** Schneider, Morris, Pasanello, Weir, Pater, Ramirez

2. Certification

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

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

3. Closed Session Motion

Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Town Manager. Councilman Pasanello seconded the motion. The motion carried.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Schneider, Morris, Pasanello, Weir, Pater, Ramirez

4. Certification

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

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

### XI. Adjournment

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

1. Motion to Adjourn

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Bob Weir, Councilman  
**SECONDER:** TracyLynn Pater, Vice Mayor  
**AYES:** Schneider, Morris, Pasanello, Weir, Pater, Ramirez

Minutes Acceptance: Minutes of Dec 6, 2021 7:00 PM (Minute Approval)

Submitted:

Approved:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Ken Luersen, Mayor

DRAFT

Minutes Acceptance: Minutes of Dec 6, 2021 7:00 PM (Minute Approval)



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

CHRISTOPHER S. COON  
TOWN MANAGER

EMILY K. LOCKHART  
TOWN PLANNER  
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## TOWN MANAGER'S REPORT

### Weeks of November 22<sup>nd</sup> to December 3<sup>rd</sup>, 2021

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#### Administration

- Meeting
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Held Town Council Work Session (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Emily, Roberto, and Chris)
  - Met with Resident regarding Park Building (Vice Mayor, Emily, and Chris)
  - Met with Prince William County Fire and Rescue Service (Roberto)
  - Met with Economic Development Contractors (Vice Mayor and Emily)
  - Held Staff Meeting (Councilman Morris, Councilwoman Ramirez, Emily, Kim, Roberto, and Chris)
  - Met with Security Camera Contractor (Kim)
  - Met with Prince William County CARES ACT Auditors (Roberto)
  - Met with Finance Liaisons (Chief Sibert, Emily, and Roberto)
  - Met with Nadia regarding Community Garden (Emily)
  - Met with Potential Tenant (Chris)
  - Met with Current Tenant (Chris)
  
- Weekly Tasks
  - Collected Real Estate Tax Payments
  - Posted on Social Media regarding Trash and Town Event
  - Finished Town Council Meeting Minutes
  - Organized Holiday Event and Shop Small Applications
  - Processed Delinquent Business Licenses
  - Started ARB and Planning Commission Agendas
  - Finished FOIA Training
  - Processed Delinquent Business License
  - Processed Holiday Event Applications
  - Completed Holiday Decorations
  - Preparing Agenda Items for December Regular Meeting
  - Posted Haymarket Day Video to YouTube
  
- Upcoming Items

- McDonald’s construction has begun
- Crossroad’s construction has begun
- CPA for Audit prep pushed back until early December
- FY21 Audit with Farmers and Cox pushed until 12/15
- Shop Small Event November 20<sup>th</sup> to December 11<sup>th</sup>
- Christmas Event December 11<sup>th</sup>
- Police Department Event with Santa December 18<sup>th</sup>

**Town Expenses**

Date	Vendor	Description	Amount
12.03.2021	Capital Party Rentals	Holiday Event tent & stage deposit	\$ 2,299.50
12.03.2021	Interstate Rescue	Fire Grant Expense for PWC	\$ 6,163.24
12.03.2021	Safeware	Fire Grant Expense for PWC	\$ 4,748.90
12.03.2021	Velocity Systems	Fire Grant Expense for PWC	\$ 44,955.00
12.03.2021	TEA Headsets	Fire Grant Expense for PWC	\$ 2,487.08

Attachment: Manager's Report 112221 1 (5363 : Town Administration Report)





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

CHRISTOPHER S. COON  
TOWN MANAGER

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ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## TOWN MANAGER'S REPORT

### Weeks of December 6<sup>th</sup> to December 10<sup>th</sup>, 2021

#### Administration

- Meeting
  - Held Town Council Meeting (Emily, Kim, Roberto, and Chris)
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Emily, Roberto, and Chris)
  - Aldie Grand Opening (Mayor, Vice Mayor, and Emily)
  - Met with Rotary Club (Vice Mayor, Emily, and Chris)
  - Met with Prospective Tenant (Emily, Roberto, and Chris)
  - Met with Finance Liaisons (Chief Sibert, Emily, and Roberto)
  
- Weekly Tasks
  - Collected Real Estate Tax Payments
  - Posted on social media regarding Town Event
  - Finished Planning Commission and ARB Meeting Minutes
  - Organized Holiday Event and Shop Small Applications
  - Processed Delinquent Business Licenses
  - Started ARB and Planning Commission Agendas
  - Prepared for Holiday & Christmas Event
  
- Upcoming Items
  - FY21 Audit with Farmers and Cox 12/15
  - Shop Small Event November 20<sup>th</sup> to December 11<sup>th</sup>
  - Christmas Event December 11<sup>th</sup>
  - Police Department Event with Santa December 18<sup>th</sup>

#### Town Expenses

Date	Vendor	Description	Amount
12.10.2021	Anthem Blue Cross Blue Shield	Employee Insurance	\$ 10,866.00
12.10.2021	Vanderpool, Frostick & Nish.	November Legal Fee	\$ 9,432.40
12.10.2021	VRSA	2020-2021 Public Safety Audit	\$ 4,003.00

Attachment: Manager's Report 12621 2 (5363 : Town Administration Report)



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

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TOWN MANAGER

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TOWN PLANNER  
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## TOWN MANAGER'S REPORT

### Weeks of December 13<sup>th</sup> to December 17<sup>th</sup>, 2021

#### Administration

- Meeting
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Prospective Tenant (Emily, Roberto, and Chris)
  - Met with Town Administration Contractor (Mayor and Chris)
- Weekly Tasks
  - Collected Real Estate Tax Payments
- Upcoming Items
  - FY21 Audit with Farmers and Cox pushed until 12/15
  - Police Department Event with Santa December 18<sup>th</sup>
  - Town Hall will be closed December 23<sup>rd</sup> & 24<sup>th</sup>

#### Town Expenses

Date	Vendor	Description	Amount
12.17.2021	Chemart Company	2021 Holiday Ornament	\$3,028.60
12.17.2021	CTSI	Town Hall Audio/Visual Update	\$29,253.30

Attachment: Manager's Report 121321 (5363 : Town Administration Report)

## Police Department Report to Council

Police Department Activity from November 15 to December 14

### Important Notes:

- This report allows you to see the actual coverage and reporting of calls done by the Police Department.

**Dispatched Calls:** Calls received from Prince William County Dispatch. These calls are broken down into two categories Reportable and Non-Reportable.

- Reportable Calls: 1
- Non-Reportable Calls: 36

**Flag Downs/Phone Calls:** Calls that are generated by a citizen (waving us down or calling the station). These calls are broken down into three categories Reportable, Non-Reportable, and Referred to County/State.

- Reportable Calls: 3
  - One of these calls resulted in a subject being arrested for a felony and a misdemeanor charge.
- Non-Reportable Calls: 54
- Referred to County/State: 6 (phone calls in to the office are no longer counted)

**Self-Initiated Calls:** Calls that are based on the officer's own observations. There are 4 categories: Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 0
- Non-Reportable Calls: 304
  - 4 of these self-initiated actions were bicycle patrols in town (averaging just over 5 miles a call).
- Foot Patrols: 98
- Traffic Stops: 69
  - Summonses 29
  - Warnings 45
  - Please Note: Warnings and summonses may not equal the amount of traffic stops, because officers can give multiple warnings or summonses on one stop.

**Business Checks:** These calls are accounted for in three different categories. Those categories are personal contact (where the officer speaks to customers/employees), physical door and window checks (usually at night when the officer gets out of their vehicle and checks the building, and drive by business checks (when the officer takes approximately 5-10 seconds and slowly drives by the building and visually inspects the building).

- Personal Contact: 388
- Physical Check: 362
- Drive By: 3,571

**Out of Town Activity:** Calls that occur when the officer leaves the Town. There are two categories here: Backing up county (provide a back-up unit for Prince William County or State Police) and other (court, magistrate office, training, etc).

- Back Up: 20 (all calls averaged on scene between 10-15 minutes)
- Other: 11 (Court, Paperwork Delivery to Court House and follow ups to cases)

**Status of Current Projects:**

- Officers monitored bus stops multiple times this month and took the appropriate enforcement action when needed. Officers also noticed some children walking home alone and walked with them to make sure they made it home safely.
- Officer Chan was assaulted while arresting a suspect. There are two important things to note from this incident:
  - Officer Chan was not injured.
  - Officer Chan, seeing that the suspect was highly intoxicated, used just the force necessary to control the situation and no injury was sustained to the suspect.
- A special thank you goes to our part time officers, Anderson and Culbertson. We needed coverage over the Thanksgiving weekend and both men stepped up and provided the coverage.
- On the 11<sup>th</sup> the Town had a Christmas and Holiday Event. We provided scene security and traffic control. The event was a great success.
- Fleet management: All vehicles have had the heavy wooden boxes removed from the back of the Ford Explorers, this should improve gas mileage and decrease wear and tear on the vehicles. Special thank you to Lonnie Milstead for coordinating the efforts.



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

### MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Roberto Gonzalez, Town Treasurer  
DATE: December 30, 2021  
SUBJECT: DMV Select

BACKGROUND:

Since starting the new DMV Select office on July 1<sup>st</sup> 2021, there has been positive feedback from Town residents and neighboring residents on the convenience. The information below is to get a snapshot of how the program is tracking financially. Currently, it is performing well on track to make the budgeted revenue amount. You can see that there were some set up costs that will not be recurring in the next year.

DMV Revenue: Budgeted	\$ 60,500.00	
DMV Revenue: Actual	\$ 29,820.40	5 months at 49.3% of Budget
<b>DMV Costs:</b>		
Jecson	\$ 14,770.00	one time cost for office set up
Office supplies	\$ 750.25	
Wiring for DMV	\$ 675.00	one time cost for office set up
DMV Printer	\$ 1,599.00	one time cost for office set up
DMV Clerk	\$ 66,906.37	wages/benefits/taxes (Fiscal Year)
Total Cost	\$ 84,700.62	
<b>Net</b>	<b>\$(54,880.22)</b>	<b>Currently as of 12.30.2021</b>

Attachment: Memo to Council - DMV Select (5364 : Town Treasurer Report)



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

**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
January 03, 2022

**Highlights:**

- The financials attached are as of December 27, 2021.
- Met with Finance Committee and discussed current budget.
- Completed preparations for annual audit onsite work with accountant
- Assisted annual auditors while their onsite visit
- Continue to collect late Real Estate tax payments
- Joined a meeting with Miles Friedman and Michelle Coe
- Made final arrangements with IDA for distribution of CARES Act funds

**Town of Haymarket**  
**Statement of Net Position**  
As of December 27, 2021

	Dec 27, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	2,998,395.15
11010 · Virginia Investment Pool	330,082.26
<b>Total Checking/Savings</b>	3,328,477.41
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	178,246.94
12010 · A/R Permits	-7,816.40
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	174,436.43
<b>Other Current Assets</b>	
11499 · Undeposited Funds	22,867.65
12099 · Allowance for Doubtful Accounts	-103,775.64
<b>Total Other Current Assets</b>	-80,907.99
<b>Total Current Assets</b>	3,422,005.85
<b>Fixed Assets</b>	
12500 · General Property	4,667,548.67
12600 · Rental Property	1,424,914.03
<b>Total Fixed Assets</b>	6,092,462.70
<b>Other Assets</b>	
19110 · Deferred Outflows - OPI	37,926.00
19000 · Net Pension Asset	183,796.00
19100 · Deferred Outflow - Pension Cont	59,298.00
19200 · Deferred Outflow - GLI OPEB	11,299.00
<b>Total Other Assets</b>	292,319.00
<b>TOTAL ASSETS</b>	<b>9,806,787.55</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	23,994.47
<b>Total Accounts Payable</b>	23,994.47
<b>Credit Cards</b>	
20043 · TOH Credit Card - Primis 1424	1,490.65
20041 · ToH Credit Card - SONA 0269	-106.85
20042 · PD Credit Card - SONA 0277	364.07
<b>Total Credit Cards</b>	1,747.87
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	23,727.43
22000 · Security Deposits	11,138.42
22010 · Escrow Deposits	118,058.50
<b>Total Other Current Liabilities</b>	162,989.95
<b>Total Current Liabilities</b>	188,732.29

Attachment: Financial Treasurer Report 01.03.2022 (5364 : Town Treasurer Report)

**Town of Haymarket**  
**Statement of Net Position**  
As of December 27, 2021

	Dec 27, 21
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	6,135.28
23000 · Accrued Leave	29,226.22
25000 · General Obligation Bonds	596,000.00
25010 · Captial Leases Payable	31,131.65
29100 · Deferred Inflow - Pension Msmnt	200,147.00
29500 · Net OPEB Liability	49,794.00
29600 · Deferred Inflow - OPEB	6,272.00
	918,706.15
<b>Total Long Term Liabilities</b>	918,706.15
<b>Total Liabilities</b>	1,107,438.44
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-44,767.00
34000 · Net Pension Activity Offset	80,873.00
30000 · Unrestricted Net Assets	2,227,614.90
31000 · Restricted Net Assets	65,200.00
32000 · Investment in Capital Assets	6,093,729.90
33000 · Amt Long Term Obligations	-663,760.35
Net Income	940,458.66
	8,699,349.11
<b>Total Equity</b>	8,699,349.11
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>9,806,787.55</b>



	Actuals	Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	366,302.04	371,903.00	98.5%	
3110-02 · Public Service Corp RE Tax	12,953.29	13,114.00	98.8%	
3110-03 · Interest - All Property Taxes	324.61	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	21.59	1,000.00	2.2%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>379,601.53</b>	<b>386,017.00</b>	<b>98.3%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	0.00	1,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	25,000.00	0.0%	
3120-02 · Business License Tax	11,154.61	200,000.00	5.6%	
3120-03 · Cigarette Tax	60,298.12	125,000.00	48.2%	collection up to November 30, 2021
3120-04 · Consumer Utility Tax	63,978.34	158,000.00	40.5%	collection up to November 30, 2021
3120-05 · Meals Tax - Current	417,286.30	875,000.00	47.7%	collection up to November 30, 2021
3120-06 · Sales Tax Receipts	41,929.99	145,000.00	28.9%	collection up to September 30, 2021
3120-07 · Penalties (Non-Property)	4,420.18	0.00	100.0%	
3120-08 · Interest (Non-Property)	326.90	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>599,394.44</b>	<b>1,529,000.00</b>	<b>39.2%</b>	
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>				
3130-01 · Application Fees	4,470.00	2,500.00	178.8%	
3130-03 · Motor Vehicle Licenses	360.00	1,000.00	36.0%	
3130-05 · Other Planning & Permits	2,000.00	25,000.00	8.0%	
3130-06 · Pass Through Fees	8,193.75	0.00	100.0%	Cost are passed on to developer/contractor
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>15,023.75</b>	<b>28,500.00</b>	<b>52.7%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	8,477.26	60,000.00	14.1%	collections up to November 30, 2021
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>8,477.26</b>	<b>60,000.00</b>	<b>14.1%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	84.51	1,500.00	5.6%	
3150-03 · Interest on Bank Deposits	2,222.68	1,500.00	148.2%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>2,307.19</b>	<b>3,000.00</b>	<b>76.9%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-02 · 15026 Suite 210 Body Mind	4,165.17	4,736.00	87.9%	Revenue lessen due to moving to smaller space within building
3151-04 · Suite 210 B&B Security (LF Security)	4,455.55	9,660.00	46.1%	
3151-06 · Suite 204 MAC-ISA	3,416.00	6,720.00	50.8%	
3151-07 · Haymarket Church Suite 206	20,169.80	34,577.00	58.3%	
3151-08 · 15020 Washington Realty	20,157.78	40,316.00	50.0%	
3151-09 · 15026 Copper Cricket	12,900.16	22,114.00	58.3%	
3151-11 · Cupcake Heaven and Cafe LLC	19,567.63	34,765.00	56.3%	
3151-12 · Haymarket Coffee Company LLC	7,400.00	5,460.00	135.5%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>92,232.09</b>	<b>158,348.00</b>	<b>58.2%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	291.19			new FOIA charges
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>291.19</b>			
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-01 · Town Event	65,238.00	50,000.00	130.5%	
3165-02 · Farmer's Market	10.00	0.00	100.0%	
3165-03 · Town Ornaments	4,005.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>69,253.00</b>	<b>50,000.00</b>	<b>138.5%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	-38.68	0.00	100.0%	
3180-04 · Reimbursement from Insurance	4,724.04	4,724.00	100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>4,685.36</b>	<b>4,724.00</b>	<b>99.2%</b>	

Attachment: Financial Treasurer Report 01.03.2022 (5364 : Town Treasurer Report)

<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	15,776.00	31,548.00	50.0%	
3200-04 · Car Rental Reimbursement	2.60			
3200-05 · Communications Tax	30,651.16	103,165.00	29.7%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,278.82	1,500.00	85.3%	
3200-16 · DMV Select Commission	29,820.40	60,500.00	49.3%	collections up to November 30, 2021
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>96,155.95</b>	<b>215,340.00</b>	<b>44.7%</b>	
3500 · Reserve Funds	0.00	59,200.00	0.0%	
4000 · Carry-Over Surplus	0.00	246,000.00	0.0%	
	1,267,421.76	2,740,129.00	46.3%	
<b>Total Income</b>	<b>1,267,421.76</b>	<b>2,740,129.00</b>	<b>46.3%</b>	
<b>Expense</b>				
<b>01 · ADMINISTRATION</b>				
11100 · TOWN COUNCIL				
111001 · Convention & Education	412.00	2,500.00	16.5%	
111002 · FICA/Medicare	755.00	2,000.00	37.8%	
111003 · Meals and Lodging	74.67	1,000.00	7.5%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	10,189.29	26,000.00	39.2%	
111006 · Town Elections	0.00	3,000.00	0.0%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>11,430.96</b>	<b>34,750.00</b>	<b>32.9%</b>	
12110 · TOWN ADMINISTRATION				
1211001 · Salaries/Wages-Regular	142,553.52	322,630.00	44.2%	
1211002 · Salaries & Wages - DMV Clerk	19,575.74	44,500.00	44.0%	
1211003 · Salaries/Wages - Part Time	13,726.05	43,800.00	31.3%	
1211004 · FICA/Medicare	13,231.42	30,381.00	43.6%	
1211005 · VRS	20,975.68	48,545.00	43.2%	
1211006 · Health Insurance	19,019.00	64,134.00	29.7%	
1211007 · Life Insurance	2,430.27	4,685.00	51.9%	
1211008 · Disability Insurance	1,121.72	2,631.00	42.6%	
1211009 · Unemployment Insurance	2,257.23	4,240.00	53.2%	
1211010 · Worker's Compensation	263.00	300.00	87.7%	Front loaded cost to Town
1211011 · Gen Property/Liability Ins.	16,237.00	17,131.00	94.8%	Front loaded cost to Town
1211012 · Accounting Services	741.59	8,000.00	9.3%	
1211014 · Printing & Binding	2,276.79	8,298.00	27.4%	
1211015 · Advertising	4,590.43	9,000.00	51.0%	
1211016 · Computer, Internet &Website Svc	4,048.05	23,650.00	17.1%	
1211017 · Postage	578.80	4,000.00	14.5%	
1211018 · Telecommunications	2,725.01	7,500.00	36.3%	
1211019 · Mileage Allowance	126.00	1,000.00	12.6%	
1211020 · Meals & Lodging	440.44	2,000.00	22.0%	
1211021 · Convention & Education	0.00	6,000.00	0.0%	
1211022 · Miscellaneous	1,744.66	2,000.00	87.2%	
1211024 · Books, Dues & Subscriptions	8,406.87	16,000.00	52.5%	
1211025 · Office Supplies	2,542.29	6,500.00	39.1%	
1211026 · Equipment Rental	1,765.77	4,075.00	43.3%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>281,377.33</b>	<b>686,000.00</b>	<b>41.0%</b>	
12210 · LEGAL SERVICES				
1221001 · Legal Services	33,046.58	70,000.00	47.2%	services up to October 31, 2021
<b>Total 12210 · LEGAL SERVICES</b>	<b>33,046.58</b>	<b>70,000.00</b>	<b>47.2%</b>	
12240 · INDEPENDENT AUDITOR				
1224001 · Auditing Services	0.00	16,000.00	0.0%	
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.0%</b>	
<b>Total 01 · ADMINISTRATION</b>	<b>325,854.87</b>	<b>806,750.00</b>	<b>40.4%</b>	
<b>03 · PUBLIC SAFETY</b>				
31100 · POLICE DEPARTMENT				
3110001 · Salaries & Wages - Regular	170,099.80	425,000.00	40.0%	
3110003 · Salaries & Wages - OT Premium	7,926.57	20,000.00	39.6%	
3110013 · Salaries & Wages - OT Select En	2,802.00	10,000.00	28.0%	

3110004 · Salaries & Wages - Holiday Pay	8,454.39	14,000.00	60.4%	
3110005 · Salaries & Wages - Part Time	20,985.71	18,720.00	112.1%	
3110011 · Salaries & Wages - Recruit. Bonus	642.86	1,000.00	64.3%	
3110020 · FICA/MEDICARE	16,121.83	36,724.00	43.9%	
3110021 · VRS	19,592.77	46,102.00	42.5%	
3110022 · Health Insurance	26,889.11	80,752.00	33.3%	
3110023 · Life Insurance	2,361.28	5,717.00	41.3%	
3110024 · Disability Insurance	630.28	2,200.00	28.6%	
3110025 · Unemployment Insurance	1,985.59	3,000.00	66.2%	
3110026 · Workers' Compensation Insurance	23,809.00	22,942.00	103.8%	WC audit has been completed; will address in next amendment
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%	Front loaded cost to Town
3110028 · Legal Services	10,500.00	26,000.00	40.4%	
3110032 · Computer, Internet & Website	1,251.19	11,000.00	11.4%	
3110033 · Postage	8.55	100.00	8.6%	
3110034 · Telecommunications	4,652.82	10,000.00	46.5%	
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	1,945.16	10,000.00	19.5%	
3110040 · Annual Dues & Subscriptions	11,525.50	13,000.00	88.7%	
3110041 · Office Supplies	2,010.57	5,000.00	40.2%	
3110042 · Vehicle Fuels	9,087.65	16,000.00	56.8%	
3110043 · Vehicle Maintenance/Supplies	4,143.40	11,000.00	37.7%	
3110045 · Uniforms & Police Supplies	11,675.55	20,000.00	58.4%	
3110056 · Capital Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%	1 of 2 payments for the year
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>383,022.77</b>	<b>848,449.00</b>	<b>45.1%</b>	
<b>32100 · FIRE &amp; RESCUE</b>				
3210001 · Contributions to other Govt Ent	59,084.41	59,200.00	99.8%	
	59,084.41	59,200.00	99.8%	
<b>Total 03 · PUBLIC SAFETY</b>	<b>442,107.18</b>	<b>907,649.00</b>	<b>48.7%</b>	
<b>04 · PUBLIC WORKS</b>				
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%	
4110003 · E & S Inspections	0.00	5,000.00	0.0%	
<b>43200 · REFUSE COLLECTION</b>				
4320001 · Trash Removal Contract	45,714.78	90,090.00	50.7%	services up to November 30, 2021
<b>Total 43200 · REFUSE COLLECTION</b>	<b>45,714.78</b>	<b>90,090.00</b>	<b>50.7%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	38,458.71	97,672.00	39.4%	
4310002 · Maint Svc Contract-Pest Control	465.00	3,000.00	15.5%	
4310003 · Maint Svc Contract-Landscaping	17,530.35	35,000.00	50.1%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	1,280.00	2,000.00	64.0%	
4310007 · Electric/Gas Services	7,709.13	16,500.00	46.7%	
4310008 · Electrical Services-Streetlight	2,009.50	5,500.00	36.5%	
4310009 · Water & Sewer Services	1,393.73	3,000.00	46.5%	
4310010 · Janitorial Supplies	0.00	2,000.00	0.0%	
4310011 · Real Estate Taxes	464.02	2,500.00	18.6%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>69,310.44</b>	<b>174,172.00</b>	<b>39.8%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>115,025.22</b>	<b>271,475.00</b>	<b>42.4%</b>	
<b>06 · ECONOMIC DEVELOPMENT</b>				
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>0.00</b>	<b>22,430.00</b>	<b>0.0%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
70000 · HAYMARKET COMMUNITY PARK	9,168.37	20,000.00	45.8%	
7000001 · Grounds Maintenance/Repairs				
<b>Total 71110 · EVENTS</b>				
71110 · EVENTS				
7111001 · Advertising - Events	4,787.03	5,000.00	95.7%	
7111003 · Contractual Services	39,965.13	30,000.00	133.2%	
7111004 · Events - Other	5,446.15	19,350.00	28.1%	
<b>Total 71110 · EVENTS</b>	<b>50,198.31</b>	<b>54,350.00</b>	<b>92.4%</b>	
72200 · MUSEUM				

Attachment: Financial Treasurer Report 01.03.2022 (5364 : Town Treasurer Report)

7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	694.45	2,200.00	31.6%
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%
<b>Total 72200 · MUSEUM</b>	<b>1,094.45</b>	<b>5,150.00</b>	<b>21.3%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>60,461.13</b>	<b>79,500.00</b>	<b>76.1%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	1,320.00	5,670.00	23.3%
8110002 · FICA/Medicare	93.33	500.00	18.7%
8110003 · Consultants - Engineer	3,532.07	15,000.00	23.5%
8110004 · Consultants - Comp Plan	0.00	15,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	2,000.00	0.0%
8110009 · Engineer - Pass Through	12,226.25	0.00	100.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>17,171.65</b>	<b>39,120.00</b>	<b>43.9%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	765.00	5,830.00	13.1%
8111002 · FICA/Medicare	63.11	446.00	14.2%
8111005 · Convention & Education	0.00	500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>828.11</b>	<b>6,776.00</b>	<b>12.2%</b>
<b>81111 · Board Of Zoning Appeals</b>			
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%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>17,999.76</b>	<b>48,823.00</b>	<b>36.9%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	158,000.00	159,500.00	99.1%
9510003 · General Obligation Bond - Int	7,178.36	12,425.00	57.8%
<b>Total 95100 · DEBT SERVICE</b>	<b>165,178.36</b>	<b>171,925.00</b>	<b>96.1%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>165,178.36</b>	<b>171,925.00</b>	<b>96.1%</b>
<b>94104 · Street Scape - Park Sidewalk</b>			
9410401 · Architectural/Engineering Fees	5,682.50	150,000.00	3.8%
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>5,682.50</b>	<b>150,000.00</b>	<b>3.8%</b>
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	0.01		
<b>Total EMPLOYEE BENEFITS</b>	<b>0.01</b>		
<b>Total 94105 · PERSONNEL</b>	<b>0.01</b>		
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9416701 · Architectural/Engineering Fees	0.00	95,000.00	0.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>0.00</b>	<b>95,000.00</b>	<b>0.0%</b>
<b>94107 · BLIGHT MITIGATION</b>			
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</b>
94108 · Capital Improvement Funds Expens	20,800.00	146,577.00	14.2%
<b>Total Expense</b>	<b>1,153,109.03</b>	<b>2,740,129.00</b>	<b>42.1%</b>
<b>Net Ordinary Income</b>	<b>114,312.73</b>	<b>0.00</b>	<b>100.0%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%
50001 · Amerian Rescue Plan Funds	869,439.00	1,738,878.00	
<b>Total Other Income</b>	<b>937,897.12</b>	<b>1,807,692.00</b>	<b>51.9%</b>
<b>Other Expense</b>			

Front loaded cost to Town

Front loaded cost to Town

RFP intial cost of engineering

Funds will be tracks separately from operational budget, will be appropriated in 1st Qt amendment

97000 - CARES Act Expenses	68,814.00	68,814.00	100.0%	The Town has exhausted the CARES Act funds Some funds were needed to complete the Shoppe Small program
	4,254.27	1,738,878.00	0.2%	
<b>Total Other Expense</b>	<b>73,068.27</b>	<b>1,807,692.00</b>	<b>4.0%</b>	
<b>Net Other Income</b>	<b>864,828.85</b>	<b>0.00</b>	<b>100.0%</b>	
<b>Net Income</b>	<b>979,141.58</b>	<b>0.00</b>	<b>100.0%</b>	

**Town Planner Task List December 2021**

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
<b>Architectural Review Board</b>							
Martin House Expansion	6700 Bleight Drive	Emily		Decision by the ARB	15-Dec	15-Dec	Applicant applied to the ARB for approval of the materials for their house expansion. The owners will be building a second story on to a preexisting home and refinishing the outside facades of the home. The application received approval from the ARB.
Baker/Bean House Demolition Permit	6712 Jefferson Street	Emily	Jul-21	Decision by the ARB	Aug-21		The Baker/ Bean House located at 6712 Jefferson Street is listed on the Haymarket Contributing Structure list. The property owners have given approval for a third party to apply for a demolition permit for the original house on site, the Baker/Bean House. Mr. Bonaventure Gonsalves has applied for the demolition permit and cited infrastructure damages and overall disrepair as supporting arguments for the tear down. The Architectural Review Board heard the application at the July 21st meeting. At the meeting the Board discussed the applicant's request and requested a site visit of the property. The site visit is scheduled for July 28th @ 5:30 pm. The Board tabled the application until the August meeting and requested the applicant and staff provide additional research findings UPDATE: ARB denied the application and the property owners, Mr. and Mrs. Bean appealed the application to the Town Council. The application will be on the 9/7 meeting and continued at later meetings UPDATE: The appeal was denied by the Town Council.
<b>Board of Zoning Appeals</b>							
<b>Council is Appealing the decision of the Board of Zoning Appeals at 6712 B Jefferson Street. Court date set for February 2, 2022</b>							
<b>Planning Commission</b>							
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		9/1/2018	May-19	Planning Commission recommended approval for the Restaurant drive thru SUP at the August 16th meeting. Council requested additional traffic analysis information for the SUP. Crossroads Village Center is working on a site plan amendment for the stormwater and a retail revision. Applicant has resubmitted the site plan amendment documents. UPDATE: Site work is starting on site, 11/29/2021
Haymarket Hotel	15001 Washington Street	Emily					Haymarket Hotel is finalizing the site plan and power connections. The plantings and pavings were completed prior to the holidays. The Engineer and Town Planner will continue to discuss the sidewalk along Washington Street.
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant submitted bonds and agreements to the Town, Grading permit and letter issued. UPDATE: Van Metre is continuing the site work for the Robinson Village Development. Van Metre has applied to the building department for building permits.
Transform Power Yoga Site Plan	6700 Hunting Path Road	Emily/Katie					Applicant received comments from the Town Engineer. UPDATE: Town finalized comments for the second submission. The applicant/engineer will need to reevaluate the first and second submission comments. A majority of the Town Engineer's original comments were not addressed with the second submission. The applicant will need to resubmit an additional 1-2 iterations of the plan prior to Town approval. Prior to the next submission, the Town Staff will recommend the applicant address the DEQ comments and receive DEQ feedback prior to resubmission to the Town. Expected resubmission early 2022
Robinson Paradise		Emily/Katie	Mar-21				Applicant has received the Town's first submission comments. In response, the applicant has submitted plans to DEQ for review. After receipt of DEQ comments, the applicant will resubmit to the Town and DEQ the same time for concurrent tracking with the outside agencies. Second submission has been submitted by the applicant
McDonald's	6740 Lea Berry Way	Emily/Katie					The Town Engineer released approval for the proposed site work at McDonald's. An approval letter was sent to the applicant, the Town is awaiting the documentation of purchase for nutrient credits, bonds and agreements prior to the commencement of work. UPDATE: Work is almost complete on site for the second drive thru and the interior modifications

Attachment: Town Planner Report December 2021 (5367 : Town Planner/Zoning Administrator Report)

Karter School Site Plan	14850 Washington Street	Emily/Katie					Karter School Site Plan has been approved.
Zoning Text Amendment	Adopted at the December 6th Town Council Meeting						
Comprehensive Plan	Staff will work on a Comprehensive Plan draft to submit to the Planning Commission in 2022, following the Zoning Text Amendment.						
<b>Prince William County (1 Mile Review)</b>							
No plans for November 2021							
<b>Staff</b>							
Pardo House, 14881 Washington St	All work has ceased, Town Planner will draft a plan for action to take to Council						
Checklist & Forms	Staff working on updating the forms and checklists in tandem with the Zoning Text Amendment discussion						
Events	Christmas and Holiday Event was successful! Next Event will be in the Spring						
Newsletter	Next Newsletter will be sent out for January 2022.						
Museum	Museum will become vacant in Feb 2022. Town Planner will work with the Council to develop a plan for the next steps.						
Farmers' Market	Farmers' Market Closed for the season						
<b>New/Old Business Updates</b>							
Trouville Brewery has received zoning approval for the interior and exterior modifications at QBE, no estimated opening date at this time							
<b>Zoning Violations and Property Maintenance Cases</b>							
Property Maintenance Code Concern	Following an analysis of properties in Town, several concerns will be sent to the County Inspector for Property Maintenance Code issues. UPDATE: County inspected properties						

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Projects</b>						
Robinson Village	Katie/Emily	8/13/2020	12/22/2021	Applicant		-Construction and Town E&S inspections ongoing -Pavement design submission expected
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	12/22/2021	Applicant		-Town E&S inspections ongoing
McDonalds	Katie/Emily	2/12/2019	12/22/2021	Applicant		-Plan approval letter issued 6/29 -Construction nearly complete at E&S inspection 12/22
Crossroads Village	Katie/Emily	10/18/2018	12/20/2021	Applicant		-Final submission approved 12/16 pending plat and outside agency approvals -Pre-construction meeting held 11/18. E&S installations inspected/approved 12/20 -Construction and Town E&S inspections ongoing
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	12/15/2021	RDA		-RDA provided copies of outside agency comments. -RDA to schedule meeting with VDOT and coordinate addressing comments withoutside agencies for resubmission to Town -Meter info to be provided -CIP Projects scope discussed for installing curb and paving parking lot - cost estimate detail and report provided 6/24 -Council voted to restart project 12/15 and approved RDA change order for completing project
Robinson's Paradise	Katie/Emily	1/4/2021	12/9/2021	Applicant		-First submission engineering comments provided 5/28. DEQ comments received 9/10. - Second Submission comments provided 12/9
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant		-Received inserts and recommend for approval 11/3. Bonds to be posted

Attachment: 2021-12 Dec Engineer's Reports\_KMM (5368 : Town Engineer Report)



Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Projects</b>						
QBE	Katie/Emily	1/20/2017	10/8/2021	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
Park Sidewalk	Katie/Emily	4/27/2021	9/10/2021	Town		-CIP Projects scope discussed for installing curb and paving parking lot - cost estimate detail and report provided 6/24 -Met with VDOT Subject Matter Experts 8/31 to discuss questions on the Transportation Alternatives grant application for project -Exhibit for scope of work provided 9/10
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
<b>Low Activity Projects</b>						
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
Jefferson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant		-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval

Attachment: 2021-12 Dec Engineer's Reports\_KMM (5368 : Town Engineer Report)



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

To: Haymarket Town Council

From: Finance Liaisons

Date: 12/29/21

Re: Finance Liaison Monthly Report for 1/03/22 Council Mtg.

## MEMORANDUM

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During the month of December the finance liaisons continued financial oversight focusing on the following standing agenda items:

- Monitor, track, and review actuals versus budget on both the revenue and expense side of the ledger
- Comply with the internal control process of independent review and approval of all expenditures and check signing
- Conduct regular and open discussions on means and methods to align budget line items with projections
- Complete the goal to expend remaining Cares Act funds by December 31, 2021
- Monitor guidelines for use and discuss the allocation of American Rescue Plan Act (ARPA) funds
- Discuss council ideas and recommendations raised during work session discussions or submitted for consideration-
  - Completed procurement of a town utility vehicle in support of maintenance efforts and trash disposal. Thanks to Chief AI for spearheading the successful bid under budget (bid price = \$5,793 versus not to exceed \$7,500)
- Additional liaison oversight includes -

- Town park sidewalk RFP
- Town Center site plan completion (when approved)
- Engineering/consultant support costs

New Items:

- Finance Liaisons provided input and guidance to Town Attorney and Treasurer during negotiation of lease w/Washington Street Realty in accordance with State Code and long-standing town policy
- On behalf of the council, Liaisons will conduct Treasurer's performance review, with input/feedback from Town Manager and Council. Will bring information back to council for discussion, review, and approval
  
- The next finance liaison meeting is Thursday, 12/30/21 @ 2PM

As always, if you have any questions, the liaisons are available to discuss or contact the Treasurer.

Respectfully submitted, Joe Pasanello and Bob Weir



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

To: Haymarket Town Council  
From: Robert (Bob) Weir, Planning Commission Liaison  
CC: Chris Coon  
Date: December 28, 2021  
Re: Planning Commission Liaison Monthly Report

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The Planning Commission cancelled the December meeting.

Respectfully submitted,

Bob Weir

Attachment: Memo to Council PC liaison report 010322 (5372 : Planning Commission Liaison Report)



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

To: Haymarket Town Council

From: ARB Liaison

## MEMORANDUM

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At its December Meeting, the ARB approved additions to a single-family home on Bleight Drive.

Sign options for the Town Center building continue to be developed. Staff and the ARB Liaison will brief the Council once a sign option is selected.

Attachment: Memo to Council (5373 : Architectural Review Board)



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

To: Haymarket Town Council

From: Business Roundtable

Date: January 3, 2022

## MEMORANDUM

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December 8th - Rotary Club Meeting

Guest Speaker - Haymarket Highlights and Updates

December 11th - Holiday Event - Thank you so much for the support and FUN!

December 14th - Haymarket Gainesville Business Association Event

Donation (2021 Christmas Ornament) and raffle

Haymarket Food Pantry delivery

Met with Miles and Michelle (Emily and Roberto in attendance) Overall activity report attached and will provide additional updates and progress

Met with Mr. Mason in regards to council thoughts on Park Building Proposal and follow up meeting with both Mr and Mrs Mason. The Mason's have decided to withdraw their proposal for the Park Building and hope the town moves forward with utilizing the space.

Shop Small Shop Local Event - Nineteen businesses participated in the Haymarket Shop Small Shop Local Event. We were able to offer \$500 grants to each business for participating:

Ash Salon

Cathy's Hair Design

Cupcake Heaven

El Vaquero

Foster's Grille

Haymarket Coffee Company

Attachment: Memo to Council Business Roundtable (5374 : Business Roundtable)

VCA Healthy Paws  
The Copper Cricket Consignment  
Ethel's NY Deli  
RxR3 Recovery Lounge  
Melanie's Florist  
Battlefield Jiu Jitsu  
Transform Power Yoga  
Tobaccology  
State Farm  
School of Rock  
Kindred Cycle  
Jazzercise Haymarket  
Ghosted Concepts

We are in the process of delivering the Grants and should have all delivered by the end of the first week of the new year.

Next BUSINESS ROUND TABLE Meeting January 11th, 2022 8:30am

Thank you!

TracyLynn

Attachment: Memo to Council Business Roundtable (5374 : Business Roundtable)

## Helping Haymarket, Town Experience with CARES Act Funds and Results

*Presented by Miles Friedman and Michelle Coe*

### Background

The contract between the Town and Miles Friedman was signed in mid September 2020 and work began almost immediately, starting with development of a business grant program. This brief update will cover the programs initiated in support of businesses under allowable CARES Act guidelines and will present, as feasible, results obtained under each program.

It is important to note that the lead time and opportunities for full implementation were limited by a short window of opportunity as all CARES Act funds were supposed to be expended by the end of December. Nevertheless, Haymarket, with the help of this consultant, was able to mount a series of programs for businesses and for individuals in need and to expend most of the CARES Act funds by early December, before a pause, induced by Treasury revising the program to allow CARES Act funds to be spent in 2021.

It should also be noted that relatively little time had elapsed between distribution of the funds and the end of the contract period, meaning that program outputs are the most viable data to be reported at this point. That, then, is where “results” can be measured, namely the outputs achieved and, in some cases, what we call intermediate outcomes, which are more than outputs but less than final results. Returning to the businesses who received grants and/or participated in the voucher program at this point could yield useful information, as a full year has passed since the CARES Act funds were distributed. Nevertheless, this summary refers to outputs produced and intermediate outcomes leveraged.

### **Marketing and Outreach**

One of the most aggressive areas addressed with Town CARES Act funding was marketing the Town and its businesses. One major impact



during this period was accomplished by our bringing together town leaders and Prince William County Tourism Office officials. With assistance from this consultant, the County Tourism Office agreed to spend its own money to beef up the Haymarket site that sits on on county tourism site. The site itself was upgraded, more businesses were listed, and most importantly, the Haymarket content was moved up from five clicks at the PW site, to just two clicks. Moreover, a much closer partnership was formed between the Town of Haymarket and Prince William Tourism officials, who are already asking what more they can do to support Town marketing efforts.

This was, according to county tourism officials, the first time they could recall Haymarket making a marketing push and the first time in recent memory that the Town had asked their office for assistance.

The Town had an opportunity to increase its marketing and outreach to businesses and travelers and the pandemic created a nationwide need to bolster the hospitality industry. This gave Haymarket an opportunity to bolster its outreach efforts, so long as the marketing was aimed at welcoming people back to the restaurants, hotels and events in the Town.

With assistance from Prince William tourism officials and our firm, a marketing campaign that used the theme, Coming Back From Covid, was launched in December 2020. In all there were over 602,000 impressions, 276,000 people were reached and it amassed more than 8,300 clicks in a single month.

These kinds of “intermediate outcomes” would be a starting point for assessing the impact of the CARES Act funded marketing activities. In order to assess the actual economic impacts, a follow up activity would be to interview the hospitality industry in Haymarket to see what the economic impacts of the marketing were.

Other marketing activities included 70 ads over the regional radio station WINC FM, in late November and early December, which coincided with the Shop Small promotion. Those ads produced more than 292,900 impressions, an average of 42,000 daily impressions. The ad was designed by this consultant along with negotiations to obtain a favorable rate for the Town.

Another marketing initiative, led by Town Manager Chris Coon, assisted by this consultant, was development of a “Coming Back From Covid” video, featuring local businesses and the Town overall. The video was developed with cooperation from those local businesses and then marketed, with assistance from this consulting team. The video was then posted on YouTube (just under 95,000 views and counting), Facebook (over 42,000 views to date) and Instagram (still active with more than 1,500 views to date).

In all cases, the Town was the client, as only the Town, through its partnership with the Prince William County Industrial Development Authority, was able to dispense funds and serve as the primary client/point of contact. Chris Coon was therefore the person who received the results that are cited, provided by the media to the client of record.

There were 12 businesses who received grants under the business grant program. These averaged \$2,000 each and were used for relief of pandemic hardships and for expenditures that helped businesses adapt to the changing conditions. A total of \$25,200 was awarded to the 12 qualifying applicants. Businesses had to be located in Haymarket and were required to fill out a simple, one page application, demonstrating the impact of Covid and laying out the planned use if a grant were to be awarded.

The second business assistance program involved the creation of vouchers that were sent to 460 town residents for use at qualifying businesses (those who had been impacted by COVID-19 or by changes made in order to contain the virus.) In all, 17 businesses were able to increase sales through the use of the vouchers, mostly restaurants and hotels. The \$26,475 in voucher spending accounted for roughly 58% of the money set aside to redeem the vouchers.

Significant funding was also provided to several not-for-profits to distribute food, clothing and other life essentials to residents in need through the ACTS group (Action in the Community Through Service) in the form of its food pantry, emergency assistance, food rescue, housing programs, emergency homeless shelters, the ACTS helpline and thrift store. These programs for support of basic human needs were managed by Town Manager Chris Coon and not conducted under the purview of this consultant.

The marketing efforts were qualified under CARES because they were made in connection with the rebound from COVID

**Miles Friedman**

President

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and COVID restrictions. Many of the adaptations taken on by local businesses are still in effect today (e.g., marketing and sales via the Internet, home delivery and use of outdoor furniture by restaurants.) The growing partnership built with Prince William County Tourism continues to this day, and the consultants have already conferred with the agency director about next steps in marking Haymarket and opportunities for collaborating with the owners of the new Hilton Hotel.



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

**Kimberly Henry**  
**Town Clerk**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
 FROM: Kimberly Henry, Town Clerk  
 DATE: January 3, 2022  
 SUBJECT: 2022 Town Calendar of Meetings and Holidays

Background: At their November Work Session, the Town Council reviewed the meeting dates for the 2022 calendar year. The meeting dates that fell on legal holidays were discussed and rescheduled for the next day. Attached are the meeting dates for Town Council Work Session and Regular Monthly Meetings.

**DRAFT MOTION:**

*I move the Town of Haymarket Town Council set the 2022 Meeting Schedule as presented.*

*Or Alternative Motion*

Attachment: 2022 meeting calendar memo final (5379 : 2022 Meeting Schedule)

2022 Meeting Schedule of the Haymarket Town Council

Work Session

**Monday, December 27, 2021 - NO Meeting**

- Monday, January 31, 2022
- Monday, February 28, 2022
- Monday, March 28, 2022
- Monday, April 25, 2022

**Tuesday, May 31, 2022**

- Monday, June 27, 2022
- Monday, July 25, 2022
- Monday, August 29, 2022
- Monday, September 26, 2022

**Tuesday, November 1, 2022**

- Monday, November 28, 2022
- Monday, Tuesday, December 27, 2022 - TBD

Regular Monthly Meetings

- Monday, January 3, 2022
- Monday, February 7, 2022
- Monday, March 7, 2022
- Monday, April 4, 2022
- Monday, May 2, 2022
- Monday, June 6, 2022
- Tuesday, July 5, 2022**
- Monday, August 1, 2022
- Tuesday, September 6, 2022**
- Monday, October 3, 2022
- Monday, November 7, 2022
- Monday, December 5, 2022

Attachment: 2022 Meeting Schedule of the Haymarket Town Council (5379 : 2022 Meeting Schedule)



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

<b>Position:</b> Events Coordinator	<b>Work Schedule:</b> 15-25 hours per week Monday-Friday, Some Evenings and Weekends, Some Sundays for Farmers' Market
<b>Department:</b> Administration	
<b>Position Type:</b> Part-time, PT	

Establishes and promotes the relationships necessary for the growth and success of the Town of Haymarket. The Events Coordinator organizes and facilitates the Town Community Events and Farmers' Market. Establishes and maintains professional community relations with Town Businesses, sponsors, vendors and community partners.

**Responsibilities:**

The duties described below are indicative of what the duties the Events Coordinator may be asked to perform; others may be assigned

- Plan, coordinate and execute all Town Community Events to include but not limited to, Haymarket Day, the Christmas and Holiday Event, a summer concert and the farmers' market
- Plan, coordinate and execute Haymarket Police Department Events in conjunction with the Haymarket Police Chief or his/her designee
- Farmers' Market Specific Responsibilities
  - Pre-Season Duties – Create Application, Process Applications, Communicate directly with applicants, plan and coordinate market logistics and layout
  - During Season Duties – Ensure attendance, attend Opening Day, ensure all vendors are complying with agreement/requirements, address and document all vendor/customer concerns, provide monthly report on the market status, maintain and promote market via social media, create and foster friendly community between vendors, maintain weekly correspondence with vendors via emails and social media, foster special market events for the community, and continuously monitor opportunities to bring additional vendors to the market (seasonally or full time)
  - Post-Season Duties – Complete market vendor surveys, provide detailed report of the market
  - Winter Market Duties – Work with Town Staff to analyze the necessity of winter market, facilitate a winter market as appropriate
- Promote and educate the public about the Town Events and Farmers' Market via the Town Website, Town Newsletter, Facebook, Twitter and other social media and with the assistance of the Social Media Coordinator
- Serve as a point of contact and Town Representative for community businesses and sponsors
- Manage the museum displays to include quarterly updates in conjunction with Town Part-time assistant
- Working with the Town Treasurer and Town Manager, prepare and manage a budget for the job function

Attachment: Events Coordinator Job Description (5381 : Event Coordinator Position)



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- Provide weekly report to the Town Manager with regard to activities, accomplishments and data from community event programming and farmers' market

***Skills and Qualifications:***

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

***Required:***

- Extensive background working with the public and business community
- Experience working with Farmers Markets or market vendors
- Experience with Event Planning
- Demonstration of administrative skills background.

***Preferred:***

- Bachelor's degree or equivalent experience in Event Planning, Public Relations, Communications, or similar field
- Experience with Website and Social Media management.
- Some personnel management experience.

***Employer Overview:***

The Town of Haymarket is a proactive small town of about 1,800 that prides itself on citizen service and maintaining a small town feel amongst a rapidly growing suburban area. We have a small staff, but this does not hinder us from accomplishing big goals and projects. Located at the Crossroads of Routes 15 and 55, the Town has a deep history that is part of the national Journey through the Hallowed Ground regional tourist attraction. The value and beauty of this area is no longer a secret, and so new businesses and residents move to this area each day, enriching the community with economic opportunities and diversity of character. We offer you and your family a range of choices in recreation, education, and business and community development opportunities.

***Supervision:***

This position reports directly to the Town Manager or his/her designee