



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING

~ AGENDA ~

Chris Coon, Business Manager  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, August 3, 2020

7:00 PM

Council Chambers

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

**1. Zoom Invite -**

<https://us02web.zoom.us/j/85453757517?pwd=QWhGMzIUV2JHa3NQK3IMZ0NjMnQ4UT09>

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

### **III. Citizens Time**

### **IV. Minute Approval**

1. Mayor and Council - Joint Public Hearing- Planning Com./City Council - Jun 29, 2020 7:00 PM
2. Mayor and Council - Continuation Meeting - Jun 30, 2020 7:00 PM

### **V. Agenda Items**

1. Museum
2. Museum: 2020 Ornament
3. Museum: Landscaping Quotes
4. Prince William County Railroad Tracks Resolution
5. Cares Act Options
6. ARB By-Laws
7. Priority List

### **VI. Department Reports**

1. Town Administrator Staff Reports
2. Chief of Police Report
3. Town Treasurer Report
4. Town Planner Report
5. Town Engineer Report
6. Town Attorney Report

### **VII. Councilmember Time**

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

### **VIII. Closed Session - As Needed**

### **IX. Adjournment**



**TOWN OF HAYMARKET TOWN COUNCIL**  
**JOINT PUBLIC HEARING- PLANNING COM./CITY COUNCIL**  
**~ Minutes ~**

Chris Coon, Business Manager  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, June 29, 2020

7:00 PM

Council Chambers

A Joint Public Hearing- Planning Com./City Council 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 David Leake called the meeting to order.

**I. Call To Order**

Due to the COVID 19 pandemic and Governor Northam's executive order on social distancing, Councilman Panthi attended the meeting via Zoom meeting from his home.  
Councilman Chris Morris: Present, Councilman Robert Day: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present, Chairman Matt Caudle: Present, Commissioner Aayush Kharel: Present.

**II. Planning Commission Call to Order**

Chairman Matt Caudle and Commissioner Aayush Kharel were present for the Planning Commission, in addition to Councilman Steve Shannon.

**III. Pledge of Allegiance**

Mayor David Leake invited everyone to stand for the Pledge of Allegiance.

**IV. Invocation - Ruth Anne Sawyer**

Following the Pledge of Allegiance, Ruth Anne Sawyer from Haymarket Baptist Church gave the evening's invocation.

**V. Joint Public Hearing- SUP Applications, SUP#2020-001 and SUP#2020-002  
14600 Washington Street**

At this time, Mayor Leake announced the purpose of the evening's joint public hearing. Before opening the floor for citizen's comments, Mayor Leake gave the applicant an opportunity to give a presentation regarding the application. Shawn Landry, QBE property owner, gave a presentation on the vision of the property and the requested SUP. Mr. Landry stated that based on conversations his team has had with the Mayor, Town Council, Town Staff and some residents, he withdrew SUP 2020-001, the plans for a restaurant with a drive thru. He stated this was the first step in developing a site plan amendment, which is a long process. He stated that the site plan amendment would be submitted and approved by the Town before any development would occur. Mr. Landry gave a brief history from when his group, Haymarket Properties Group, purchased the property to its current status. He also presented a timeline of approved boundary line adjustment approvals with the Town Council in 2013 as well as the lease agreement with Prince William County for the use of the ball fields.

**1. Notice of Joint Public Hearing**

**VI. Public Hearing- Proffer Amendment, 14600 Washington Street**

**1. Notice of Public Hearing - Proffer Amendment 14600 Washington Street**

**VII. Public Hearing Citizens Time**

Due to the amount of citizen's wishing to speak on this subject, Mayor Leake put a 5 minute limit for each citizen comment. The following were present to speak on the subject. Because of the length of time in some of the comments, the list below addressed the name, address and position on the matter. In addition to the citizen's present, Town Planner Emily Lockhart and Town Manager Chris Coon read the numerous emails from citizens unable to attend the meeting. Those emails are attached to the back of the minutes.

Minutes Acceptance: Minutes of Jun 29, 2020 7:00 PM (Minute Approval)

Bob Weir, 6853 St. Paul Drive, incomplete application of SUP and incomplete Proffer Amendment application. Recommend to deny

Sheridan King, 6801 St. Paul Drive, recommend to deny

Laura Newman, 14657 Red House Road, felt it was not properly noticed and rushed through. Recommended to deny.

Ronald J. Phillips, Sr., 6700 Sycamore Park Drive, Recommended to deny.

Dave O' Mara, 6717 Sycamore Park Drive, strongly opposed and recommended to deny the complete application

Greg Terrie, 14701 Dogwood Park Lane, felt that the citizens were not give adequate time to review and recommended to deny

Justin Brandel, 6762 Sycamore Park Drive, stated that he hoped the Town Council would take into consideration the voice of the community and recommended to deny

Joe Pasanello, 6895 Track Court, the process was rushed and not properly done and has no merit before going to the Planning Commission, recommended to deny

Ken Luersen, 6752 Jefferson Street, referred to the Town's zoning and comprehensive plan in what was presented in the agenda and felt SUP does not meet those requirements and is non compliant and recommended to deny

Brad Wrobel, 6852 Walnut Park Lane, feels the increase in vehicular traffic in that area would greatly affect those who live in the community and recommended to deny

A citizen, 14705 Alexandra Keeps Lane, stated he recently moved into that property agreed with the previous speaker regarding the safety of young families and the increase in vehicular traffic recommended to deny

TracyLynn Pater, 6660 Fayette Street, did not feel the application was complete and asked for it to be tabled for a later date

Andrea Payne, a business owner at 6680 Fayette Street, stated as a business owner who recently went through the same process is in support of the SUP as presented

After several emails were read, Mayor Leake invited additional citizens to the podium to speak on the SUP.

Jen Lockler, a business representative, stated that Dr. Landry has tried to make the Town a walking town and vision would be for small businesses to grow and is in support of the SUP as presented

At this time, additional emails were read.

Dottie Leonard, 14801 Washington Street, stated that she is grateful that Dr. Landry restored the old school and has made it what it is. She stated that the property values have gone up because of what Dr. Landry has done to the property and is in favor of the SUP. Ms. Leonard also spoke on behalf of the Citizens for the Betterment and Harmony of Haymarket. Ms. Leonard stated that the organization that supports Mr. Landry's ideas and the SUP application.

Before Ms. Lockhart finished reading the remainder of the emails, the Town Council took a 5 minute recess.

After the recess and the reading of the remainder of the emails, Mayor Leake asked the applicant he would like to address any of the comments made during Citizen's Time.

At this time, Mayor Leake stated that the comments heard were on the SUP applications. Mr. Leake now opened the floor for citizen comments on the proffer amendment.

Bob Weir, 6853 St. Paul Drive, recited Virginia Code regarding advertising for the proffer amendment stating the advertisement did not reflect a joint public hearing. Therefore, he stated that since this was not advertised as a joint public hearing, the Planning Commission cannot entertain the comments nor make a recommendation to the Town Council. He also stated that without the proffer amendment, the Planning Commission cannot make any recommendations on the SUP. Mr. Weir addressed the proffer amendment stating that it only reduces the use of the ball fields. He stated that it doesn't address the expanded use of the property.

Ken Luersen, 6752 Jefferson Street, stated that the packet had no information on what basis a decision could be made from. He stated the least that could have been done was an impact study of the property. He listed several stakeholders that could be affected by the decision made on the amendment. With no further comments, Mayor Leake closed the public hearing and invited the applicant back for a response. Mr. Keith Lowry, co-owner of Haymarket Property Group, gave more information regards to the property stating that the SUP was for the condo's only. He stated that by right they could build a 4 story commercial building. The question was that the top two floors could be residential and condos. He stated that there were a lot of concerns about items that would be addressed during the site plan phase of the

project. He also addressed the parking on Blight Drive which would be addressed during the site plan. Mr. Lowry also gave a presentation on the project.

Connor Leake informed the Town Council of his resignation as of June 22, 2020 and would be representing QBE during this process of the SUP and Proffer Amendment application. Mr. Leake addressed some of the comments that were made during the public hearing. Mr. Leake thanked those comments but stated that through social media and other avenues some of the public comments were made guided by misinformation. Mr. Leake stated that the only thing to be considered is the SUP and Proffer Amendment not site plan approval. Mr. Leake stated that both the Planning Commission and Town Council should be familiar with SUP's and GDP's since they have recently heard 2 within the last year. He stated that the GDP for this project was not final but only shows general reference. Mr. Leake gave more information and history during his presentation. Mr. Landry gave final comments before the Planning Commission considered the application.

## VIII. Planning Commission Discussion and Recommendation

Prior to the Planning Commission discussion and consideration of the applications, Councilman Morris asked for Town Counsel interpretation of the Virginia Code that was recited during citizen's time. Town Attorney Crim stated that at the bottom of Virginia Code referenced, the code reads that the joint public hearing of the Council can be held with only the Council calling the meeting. Also Councilman Morris thanked Mr. Leake for stepping down from Town Council prior to the meeting but questioned the subject of personal interest of the property since Mr. Leake walked the application in to the office while still in office. Mr. Morris asked Mayor Leake if he had any personal interest in the property by affiliation or in business by having an office in the building. Councilman Morris asked that it be put into the record that Mayor Leake stated that he had no personal interest and had nothing to declare.

At this time, Chairman Matt Caudle opened the floor for the Planning Commission Members to ask questions to the applicant.

Commissioner Kharel stated that a lot of his questions had been answered. Mr. Kharel stated that he felt this application has been forced through and with the changed in the Town Council and Planning Commission, he did not want to make a decision on either application at the evening's meeting. He stated that he has a few thoughts but those could be saved for another time.

Councilman Shannon, who is the liaison on the Planning Commission, thanked the citizens for coming out and voicing their comments. Mr. Shannon stated that he was not sure if all the citizens understood the SUP is for the condominiums only. He continued by stating that he felt Mr. Landry has done a lot for the Town but he has not had a chance to look at the plan because of how quickly this process was pushed through. And with that, he was not willing to vote on the application at the evenings meeting.

Chairman Caudle thanked Mr. Landry and his group for their presentations for further understanding of project and the citizens, as well in voicing their opinions. Mr. Caudle stated that he feels the Planning Commission must give their due diligence on the application for not only the protection of the citizens but for the protection of the applicant as well. Mr. Caudle thanked Mayor Leake and the Council Members who would be leaving for their years of service. Mr. Caudle suggested that the Planning Commission have this item on the agenda for their next meeting in July so that the members would have time to review the application and various supporting documents. He stated that if this project is a good project, which he believed it is, then it could wait until the July Planning Commission meeting to give the Commissioners more time to review. Mr. Landry stated that time was of the essence and encouraged the Planning Commission to make a decision. Mr. Caudle stated that he felt there was a lot of misinformation out on the streets and if a decision was made it would taint the whole process.

At this time, Mr. Caudle asked Town Planner Emily Lockhart about the time line of when it would go back to the Town Council and to give her report and recommendation on the application. Ms. Lockhart stated that her first communication with Mr. Landry about the project was in March 2020 when she contacted him about bears sightings on the property around the dumpsters and to address the dumpster pad that was installed near Cookies and Cream that needed to be altered. She stated that there was a brief discussion on a project but she did not receive the extent of the application until June 1st. She said the original discussion was for the concrete pad site plan amendment. Ms. Lockhart continued to state that while they have a by right use to have a 4 story office commercial and retail building, she could see how some residential on the site would be appropriate. She stated this has the opportunity to do that however she has concerns on the traffic and parking. She stated that the GDP shows the parking on Blight would be outside the boundary lines yet it was mentioned this evening that it would be inside. She said the GDP does not reflect what was said. She continued to state that if it's all inside then the foot print of the building would be off. She also addressed the underground parking for the condos. She stated that it was



not touched on in their presentation. Her last concern was the traffic maneuvers on Blight. She also stated that when the Town Engineer saw the plans, she expressed those concerns as well. Mayor Leake questioned the follow up meetings she had with Mr. Landry and asked if she would support the SUP on the condos. Ms. Lockhart stated if more information was provided on the traffic impact. Councilman Morris asked about the typical time line once the application is received. Ms. Lockhart stated that the whole process takes 4-6 months. She stated within the first month, she and the Town Engineer provides comments to the applicant and meets with the applicant to go over the comments. This gives the applicant the opportunity to make a second submission. Once that is complete, then it goes to a public hearing with the Planning Commission before it goes before the Town Council. Both Mr. Landry and Mr. Leake responded to Ms. Lockhart's comments by stating that most of her comments would be submitted at the site plan stage. Mayor Leake asked Chairman Caudle if the Planning Commission would consider just looking at the proffer amendment separately from the SUP. Chairman Caudle asked for Ms. Lockhart to finish her report. Ms. Lockhart stated that based on the information she has, she cannot give the Planning Commission or the Town Council a recommendation for or against the SUP at this meeting. As for the Proffer Amendment, Ms. Lockhart stated that she has spent most of her time reviewing the SUP and has not given the Proffer Amendment its due diligence of review.

**1. Consideration of 14600 Washington Street Applications, Proffer Amendment, SUP#2020-001, and SUP#2020-002**

**After the lengthy discussion, Councilman Steve Shannon moved that the Planning Commission request the applicant provide additional information and discussion at the Work Session on July 20 for the Proffer Amendment application and the SUP 2020-002 application. Commissioner Kharel seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Aayush Kharel, Commissioner
<b>AYES:</b>	Steve Shannon, Matt Caudle, Aayush Kharel

**IX. Planning Commission Adjournment**

With no further business before the Planning Commission, Commissioner Kharel moved to adjourn with a second by Councilman Shannon. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Aayush Kharel, Commissioner
<b>SECONDER:</b>	Matt Caudle, Chairman
<b>AYES:</b>	Steve Shannon, Matt Caudle, Aayush Kharel

Submitted:

Approved:

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

\_\_\_\_\_  
Matt Caudle, Chairperson

**X. Open Regular Meeting**

Due to the length of the Public Hearing and discussion, the Town Council took a short 5 minute recess. Upon returning, Mayor Leake noted that Councilman Panthi left the meeting at 11:03 PM. This was not mentioned so that it wouldn't break up the discussion.

## XI. Public Hearing - FY2019-2020 Budget Amendment

Connor Leake thanked the Town Council for their hard work and open dialogue during the last public hearing.

With no other citizens present, Mayor Leake closed the public hearing.

### 1. Notice of Public Hearing - FY 2019-20 Budget Amendment

## XII. Citizen's Time

There were no citizens present at this time for Citizen's Time.

## XIII. Minute Approval

1. Mayor and Council - Public Hearing/Regular Meeting - Jun 1, 2020 7:00 PM

**Councilman Shannon moved to approve the minutes from June 1, 2020 regular meeting. The motion was seconded by Councilman Day. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Robert Day, Councilman
<b>AYES:</b>	Chris Morris, Robert Day, Steve Shannon
<b>ABSENT:</b>	Madhusudan Panthi

2. Mayor and Council - Regular Meeting - Jun 8, 2020 7:00 PM

**Councilman Shannon moved to approve the minutes from the June 8, 2020 meeting. The motion was seconded by Councilman Day. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Robert Day, Councilman
<b>AYES:</b>	Chris Morris, Robert Day, Steve Shannon
<b>ABSENT:</b>	Madhusudan Panthi

## XIV. Agenda Items

1. Consideration of 14600 Washington Street - Proffer Amendment, SUP#2020-001 and SUP#2020-002

This item was deferred until after the Planning Commission meeting on July 20, 2020

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>AYES:</b>	Chris Morris, Robert Day, Steve Shannon
<b>ABSENT:</b>	Madhusudan Panthi

2. Resolution 2020-015 Budget Amendment

Town Attorney Martin Crim stated that because this is a budgetary item, it requires 4 votes and there were currently only 3 members present. This item could not be voted on.

3. Cares Act Fund Agreement

Town Attorney Martin Crim stated that because this is a budgetary item, it requires 4 votes and there were currently only 3 members present. This item could not be voted on.

4. Debt Payment

Town Attorney Martin Crim stated that because this is a budgetary item, it requires 4 votes and there were currently only 3 members present. This item could not be voted on.

5. Civil Disturbance Equipment Information - Training and Insurance Expenses

Councilman Morris asked for more information from Chief Lands if there would be additional costs with civil disturbance gear that was just purchased. Chief Lands shared that there would be no additional costs on the insurance and the Prince William County civil disturbance tactical unit would train the officers free of charge.

6. Motion - Closed Session

**Councilman Shannon moved to go into closed session pursuant to Virginia Code 2.2-3711 (A)(1), a personnel matter involving assignment, appointment, promotion,**

Minutes Acceptance: Minutes of Jun 29, 2020 7:00 PM (Minute Approval)

performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the ARB, Planning Commission and BZA . Councilman Day seconded the motion. The motion carried.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Shannon, Councilman  
**SECONDER:** Robert Day, Councilman  
**AYES:** Chris Morris, Robert Day, Madhusudan Panthi, Steve Shannon

7. Certification

Councilman Shannon moved that moved to certify that, to each members knowledge, only those matter lawfully exempted from open meeting under the provisions of the Virginia Freedom of Information Act and only those items that were identified in the motion leading to the closed session was heard, considered or discussed by the Town Council. Councilman Day seconded the motion. The motion carried by a roll call vote.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Shannon, Councilman  
**SECONDER:** Robert Day, Councilman  
**AYES:** Chris Morris, Robert Day, Steve Shannon, David Leake  
**ABSENT:** Madhusudan Panthi

8. Appointments

Councilman Shannon moved to appoint Rochelle Utz to the ARB with a term ending June 30, 2022. Councilman Day seconded the motion. By a roll call vote, the motion carried with the vote 2 in favor, 1 opposed.

Councilman Shannon moved to appoint Tom Utz to the Planning Commission with a term ending June 30, 2022. Councilman Day seconded the motion. By a roll call vote, the motion carried with the vote 2 in favor, 1 opposed.

Councilman Shannon moved to appoint Connor Leake to the Planning Commission with a term ending June 30, 2023. Councilman Day seconded the motion. By a roll call vote, the motion carried with the vote 2 in favor, 1 opposed.

Councilman Shannon moved to appoint Aayush Kharel to the Planning Commission with a term ending June 30, 2021. Councilman Day seconded the motion. By a roll call vote, the motion carried unanimously.

**RESULT:** ADOPTED [2 TO 1]  
**MOVER:** Steve Shannon, Councilman  
**SECONDER:** Robert Day, Councilman  
**AYES:** Robert Day, Steve Shannon  
**NAYS:** Chris Morris  
**ABSENT:** Madhusudan Panthi

XV. Councilmember Time

Due to the length of this meeting, Mayor Leake asked the that Town Council defer the Council Member Time to the continuation meeting.

- 1. Steve Shannon
- 2. Madhu Panthi
- 3. Chris Morris
- 4. Robert Day
- 5. David Leake

XVI. Closing Prayer - Ruth Anne Sawyer

Mayor Leake gave Ms. Sawyer the option of doing the closing prayer or to what until the continuation meeting. Ms. Sawyer stated that she would wait until the continuation meeting.

Minutes Acceptance: Minutes of Jun 29, 2020 7:00 PM (Minute Approval)

### **XVII. Adjournment**

Mayor Leake stated that at the continuation meeting, the Town Council will take action on those agenda items that could not be voted on at this meeting due to a lack of a quorum. The meeting recessed at 12:55 AM with a continuation on June 30, 2020.

### **XVIII. Continuation Meeting June 30, 2020 at 7:00 pm (As Necessary)**

DRAFT

Minutes Acceptance: Minutes of Jun 29, 2020 7:00 PM (Minute Approval)





# TOWN OF HAYMARKET TOWN COUNCIL

## CONTINUATION MEETING ~ MINUTES ~

Chris Coon, Business Manager  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Tuesday, June 30, 2020

7:00 PM

Council Chambers

A Continuation 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 David Leake called the meeting to order.

### I. Continuation Meeting - If Needed

Due to the COVID 19 pandemic, Councilman Panthi joined the meeting via Zoom meeting from his home.

### II. Call To Order

Mayor Leake called the continuation meeting to order.

Councilman Chris Morris: Absent, Councilman Robert Day: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### III. Agenda Items

Mayor Leake shared that the items held from last night's meeting regarding the budget amendment, the Cares Act and the debt payment still could not be voted on since there was no quorum at this meeting.

#### 1. Re-consideration of appointment

Mayor Leake shared with the Town Council that Connor Leake, who was appointed to the Planning Commission at the previous evening's meeting, declined the appointment.

**Councilman Shannon moved to re-consider the appointment of Connor Leake to the Planning Commission because he declined to serve. The motion was seconded by Councilman Day. The motion carried.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Robert Day, Councilman
<b>AYES:</b>	Robert Day, Madhusudan Panthi, Steve Shannon
<b>ABSENT:</b>	Chris Morris

#### 2. Planning Commission Appointment

**Councilman Shannon moved to appoint Jackie Walker to the Planning Commission with a term ending June 30, 2023. Councilman Day seconded the motion. The motion carried with a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Robert Day, Councilman
<b>AYES:</b>	Robert Day, Madhusudan Panthi, Steve Shannon
<b>ABSENT:</b>	Chris Morris

#### 3. Architectural Review Board Appointment

Mayor Leake shared with the Town Council that Dottie Leonard submitted an application of interest to serve on the Architectural Review Board.

**Councilman Shannon moved to appoint Dottie Leonard to the Architectural Review Board with a term ending June 30, 2023. Councilman Day seconded the motion. At this time, Mr. Day shared his thoughts on having Ms. Leonard on the ARB and felt that he could not support her being on the ARB. The motion failed.**

Minutes Acceptance: Minutes of Jun 30, 2020 7:00 PM (Minute Approval)

<b>RESULT:</b>	<b>DEFEATED [1 TO 2]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Robert Day, Councilman
<b>AYES:</b>	Steve Shannon
<b>NAYS:</b>	Robert Day, Madhusudan Panthi
<b>ABSENT:</b>	Chris Morris

#### 4. Board of Zoning Appeals Appointment

Councilman Shannon moved by resolution to recommend the appointment Tom Utz to the Board of Zoning Appeals with a term ending January 30, 2024. Councilman Day seconded the motion. The motion carried by a roll call vote.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Robert Day, Councilman
<b>AYES:</b>	Robert Day, Madhusudan Panthi, Steve Shannon
<b>ABSENT:</b>	Chris Morris

## IV. Councilmember Time

### 1. Steve Shannon

Councilman Shannon thanked his fellow Councilman for their teamwork and passion for the Town. He stated that he has the up most respect for each Councilmember he served with and wished them the best. He also thanked the staff for all their hard work and professionalism. He shared that he learned a lot from each one of them. Finally, Councilman Shannon thanked Mayor Leake for his leadership and thanked him for what he has done for the Town.

### 2. Madhu Panthi

Councilman Panthi also thanked Mayor Leake for his encouragement, his leadership and his inspiration for involving Mr. Panthi in the community. He stated because of Mr. Leake, he will continue to be a community servant. He also thanked the Town Staff and Police Department for their service and hard work to the community.

### 3. Robert Day

Councilman Day thanked the current and previous councilmembers for their service to the Town. Mr. Day also thanked the staff and police department for their hard work and stated that he holds them in the highest regard. Councilman Day also thanked Mayor Leake for his service, care and passion to the Town.

### 4. David Leake

Mayor Leake did not have any closing comments.

## V. Closing Prayer

Ruth Anne Sawyer gave the closing prayer for this Council and for the evenings meeting.

## VI. Adjournment

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

### 1. Motion to Adjourn

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Shannon, Councilman
<b>SECONDER:</b>	Robert Day, Councilman
<b>AYES:</b>	Robert Day, Madhusudan Panthi, Steve Shannon
<b>ABSENT:</b>	Chris Morris

Submitted:

Approved:

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

\_\_\_\_\_  
Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jun 30, 2020 7:00 PM (Minute Approval)



## Haymarket Coffee Company Rental Agreement for the Haymarket Museum

Congratulations on being selected as a temporary renter for the Haymarket Museum, located at 15025 Washington Street, Haymarket, VA. The following is a summary of the responsibilities of the Town and the Renter and our understanding of how the Museum will be operated during this rental.

The Town of Haymarket is seeking opportunities to reopen the Haymarket Museum to the public through a public-private partnership; and will formally recognize this space as Haymarket Museum. We, as the Town, wish to incorporate more history and local art into our community and want to encourage the recognition and education of our historic significance through this partnership.

The Town is inviting the Renter into the space for a temporary rental period of six months, with an opportunity to renew the lease. We will rely on the Renter to open and maintain the Museum Gallery during their rental agreement.

**Please review the below rules and requirements for the space. Upon acceptance of our Rental Agreement please sign and return the document to Town Hall. Upon receipt of the signed Letter of Agreement you will receive your Rental Welcome Package.**

## Terms of Agreement;

This agreement shall be effective, upon signature, **August 15, 2020** and shall continue until **February 15, 2021**, at which time the Renter shall close their coffee counter and have all supplies/materials/furniture removed or until such time as either party provides notice to the other of cancellation or termination of the agreement. Rental Agreement may be renewed at the Town's discretion.

- **Museum Gallery Rules and Regulations**
  - Hours of Operation
    - i. Renter agrees to open the Museum for a minimum of 2 days a week. Operating Hours shall not extend past 9:00 pm or start prior to 6:00 am.
    - ii. Renter agrees to submit an Open Schedule to the Town, prior to occupying the space, outlining all dates the Museum will be open during the duration of their Rental Agreement.
    - iii. Renter agrees to display the Open Flag when occupying the space and removing the Flag at the end of each day.
    - iv. Renter may display a Haymarket Coffee Company Open Flag, and/or sandwich board sign while the space is open. All sandwich board signs must be removed at the end of the day and shall not impede pedestrian access/or foot traffic in and around the Museum.
    - v. Renter agrees to notify the Town when entering the space during their rental period, if outside of scheduled hours.
    - vi. Renter agrees to notify the Town via written notice (email) of any schedule changes 24 hours in advance of the change. Written Notice shall be sent to [elockhart@townofhaymarket.org](mailto:elockhart@townofhaymarket.org). In case of emergencies, written notice shall be sent as soon as possible.
  - General Expectations of the Space
    - i. Renter will rent the space from the Town on a day by day basis, with the expectation of the space being rented on the weekends.



The rental will cost 50.00 dollars a day. The Renter may request additional rental days at the discretion of the Town.

- ii. Renter shall work with the Town on an appropriate layout to facilitate coffee counter and provide continued display of historic materials as placed by Town Staff.
- iii. Renter may leave coffee counter supplies and furniture in the space each week. Town Staff has the right to ask the Renter to relocate supplies and/or furniture should the Town need to utilize the space during the week, or should any issue arise with leaving the furniture and supplies in place throughout the week. Town shall contact Renter the week prior to any event requiring the relocation of furniture or supplies.
- iv. Renter may bring furniture for seating into the Museum, upon the approval of layout from Town Staff. Seating shall strictly conform with the building code regulations and shall not exceed the maximum persons per occupancy. All furniture shall have proper pad protection on the feet to protect the floors from damage.
- v. Renter is required to utilize all proper safety equipment and precautions when operating kitchen or electrical appliances within the space. Renter shall utilize surge protectors as appropriate.
- vi. Renter agrees to return the Museum key on the last day of their rental or schedule a meeting with the Town for the next business day to return the key.
- vii. Renter agrees to schedule a walk-through with the Town upon removal of all supplies and furniture at the end of the rental to check the condition of the space. Walk-through must occur within 48 hours of removing the furniture and supplies.
- viii. Renter agrees to turn all lights off, ensure all electronic equipment for the coffee counter are unplugged and all doors and windows are secured at the end of each day.
- ix. Renter agrees to immediately notify the Town in the event of any issues with the building to include but not limited to; heating and

cooling, damages, unsecured windows or doors, plumbing, lighting, electrical and other maintenance issues.

- x. Renter agrees to provide any equipment/furniture/tables/ or supplies needed to operate the coffee counter.
  - xi. Renter shall not remove any Town displays or equipment within the space without written approval from the Town.
  - xii. Renter agrees to take full responsibility for any damages of the space and will remedy the damages as applicable.
  - xiii. Renter agrees the Town may enter the space at any time to photograph the space, check the space, utilize the space, complete work within the space and ensure the space is secure. Should an event take place or a gathering of public persons occur in the space, the Renter will be notified in ample time prior to the occurrence. This would include but is not limited to, visiting groups from the local schools, small Town sponsored events or walking tours.
  - xiv. Renter shall not bring any of the following items into the space without explicit written confirmation from the Town; candles, dogs, cats, pets of any kind, lighters. Items subject to change at Town's discretion.
  - xv. Renter shall perform general cleaning of the space during their stay, to include; sweeping as needed, removal of all trash, general cleaning of the restroom and other general tidying up after guests.
  - xvi. The restroom will be professionally cleaned twice a month on Thursday or Friday. The paper towels, toilet paper, and hand soap will be stocked by the Town on Thursday or Friday, each week.
- Emergency Services
    - i. Renter agrees to immediately notify the Town of any emergencies in the Museum or instances when emergency services were called upon in the space.
    - ii. Renter shall contact the Town Manager, Chris Coon, via (571) 469 -

0323, immediately after emergency services have been called.

- Other Applicable Terms and Conditions
  - i. Renter is to notify and receive approval from the Town for any Special Events being held in the space during their residency; to include but not limited to; Opening Receptions, Renter Discussions, Renter Demonstrations, Open Houses, Closing Receptions or other largely attended Special Events.
  - ii. Renter agrees to receive written approval from the Town to apply for a Temporary ABC permit to serve alcohol on premises during an opening or closing reception. The Town has the authority to approve or deny the request at any time.
  - iii. In the event the Renter becomes unable to perform his or her duties and obligations under this agreement, Renter agrees to provide the Town two weeks' notice of such circumstances and request removal of their coffee counter, supplies and furniture from the space.
  - iv. The Renter may sell their Haymarket Coffee Company merchandise at the coffee counter in the Museum, upon approval of the merchandise by the Town. Renter shall keep 100% of the proceeds from their merchandise.
  - v. Renter and the Town may enter into a separate contract agreement for the Renter to sell Town merchandise on behalf of the Town. All details of selling Town merchandise will be covered in the separate stand alone agreement.
  - vi. Renter agrees to allow the Town full rights to photograph and share the photographs (via media outlets) of the Museum, artwork and displays at any time during their occupancy.
  - vii. The Town may temporarily or permanently close the Museum as necessary for its operations. Town will notify the Renter immediately should a closure arise.

- **Termination**

In the event either party choose, at its sole discretion, to terminate this Lease Agreement, such party may and shall do so by providing written notice to the other party at the below indicated address. Notice must be given a minimum of thirty (30) days in advance of such termination.

- **Release, Waiver, and Indemnity**

- **Renter shall provide proof of insurance coverage prior to the Town entering into the rental agreement.**
- Renter, his or her heirs, executors, administrators, and assigns, upon entering into this Agreement, assumes all responsibility for any and all risk of property damage or bodily injury that Renter may sustain while participating in the performance of any duties pursuant to this agreement.
- Renter, his or her heirs, executor, administrators, and assigns, upon entering into this Agreement, releases, waives, and discharges the Town and its officers, directors, employees, agents, and volunteers, of and from any and all claims which Renter or his or her heirs, administrators, and assigns ever may have against any of the above for, on account of, by reason of, or arising in connection with any volunteer activity performed pursuant to this agreement.
- Renter shall indemnify and hold harmless the Town and its officers, agents, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Renter's or its employees, agents, or subcontractors actions, activities, or omissions, negligent or otherwise, arising in any way out of or resulting from any of the work or items to be provided under this Agreement, and this includes, without limitation, any fines or penalties, violations of federal, state, or local laws or regulations, personal injury, wrongful death, or property damage claims or suits. Renter agrees to and shall protect, indemnify, and hold harmless all the parties referred to above from any and all demands for fees, claims, suits, actions, causes of action, settlement or judgments based on the alleged or actual infringement or violation of any copyright, trademark, patent, invention, article, arrangement, or other apparatus that may be used in the performance of this Agreement.
- Renter expressly agrees that this release, waiver and indemnity is intended to be as broad and inclusive as permitted by the State of

Virginia, and that if any portion hereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

- By entering into this Agreement, Renter represents that he or she currently has no known mental or physical condition that would impair his or her capability for full participation as intended or expected in the Renter Agreement.



**Letter of Agreement Acceptance**

This Agreement shall constitute the full and entire understanding and agreement between the parties with regard to the responsibilities, rules and requirements set forth in this Letter of Agreement.

IN WITNESS WHEREOF, the Parties hereto have signed this Agreement by their authorized representatives.

**TOWN OF HAYMARKET VIRGINIA**

Haymarket Coffee Company

\_\_\_\_\_  
Christopher Coon, Town Manager

\_\_\_\_\_  
Chris Morin  
Printed Name

**Renter’s Contact Information**

Mailing Address:

Primary Phone Number:

Randy Peyton  
Printed Name

**Renter’s Contact Information**

Mailing Address:

Primary Phone Number:

Attachment: Draft Contract-Lease for Haymarket Coffee (4611 : Museum Lease Agreement)



**Resolution: Endorse Prince William County's Application for the Route 15 Improvements with Railroad Overpass project to the SMART SCALE Program for State Funding from the Commonwealth Transportation Board**

WHEREAS, SMART SCALE is the statewide prioritization process required by Virginia Code 33.2-214.1 for any projects funded by the Commonwealth Transportation Board; and

WHEREAS, the application period to have projects included in the last two years of the Commonwealth's Six-Year Improvement Plan (SYIP) and secure state funding for fiscal years 2026-2027 is open and applications are due August 3, 2020; and

WHEREAS, Prince William County intends to submit an application for the Route 15 Improvements with Railroad Overpass project and has requested endorsement from the Town of Haymarket; and

WHEREAS, the Route 15 Improvements with Railroad Overpass project is located adjacent to the jurisdictional boundary of the Town of Haymarket, and consists of widening Route 15 from two to four lanes with a 10' shared-use path 1000' north of the railroad tracks to just south of Route 55 and constructing an overpass over the railroad tracks; and

WHEREAS, this project will tie into the completed I-66/Route 15 Diverging Diamond Interchange project and create a consistent four lane roadway with pedestrian and bicycle facilities for six miles between Sudley Manor Drive (Route 234) and Thoroughfare Road (Route 682); and

WHEREAS, the project will reduce congestion, minimize risks for at grade collisions, and improve safety on Route 15 for vehicular and pedestrian traffic and train operators; and

WHEREAS, the overpass will improve the Risk Index Calculation for the Prince William County and Town of Haymarket's Quiet Zone Implementation Plan, by removing the highway-rail grade crossing; and

WHEREAS, the project will in turn benefit Norfolk Southern, the Town of Haymarket and Prince William County in providing better level of service to all users along Route 15; and

WHEREAS, Prince William Board of County Supervisors endorsed and authorized this project application on March 10, 2020 and the National Capital Region Transportation Planning Board passed a resolution of support for the application on June 5, 2020; and

WHEREAS, the Town of Haymarket has supported this project application in the last two previous rounds of SMART SCALE;

NOW THEREFORE, BE IT RESOLVED, that the Haymarket Town Council endorses Prince William County's application for the Route 15 Improvements with Railroad Overpass project to the SMART SCALE program for State Funding for the Commonwealth Transportation Board.



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

**Christopher S. Coon**  
**Town Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Town Manager  
DATE: July 20, 2020  
SUBJECT: Coronavirus Relief Fund Allocation Options

### Background:

The CARES Act allocated funding for state and local government based on U.S. Census population estimates, including towns. Prince William County has been notified they would receive \$41,034,915 allocated share of Coronavirus Relief Fund from the Commonwealth of Virginia. The funding received from the state included funding intended for the Towns. The Town of Haymarket's portion of that calculated amount will be \$147,726. The Town has received that portion of the CARES Act funding. Town Council needs to decide how they would like to allocate the funds. This item is for discussion on options presented by Town Staff as well as ideas from Town Council.

### Staff Recommendation:

Staff recommends providing areas of focus for CARES Act allocation.

Attachment: Coronavirus Relief Fund Memo (4609 : Cares Act Options)



Bylaws and Rules of Procedure  
for the Town of Haymarket  
Architectural Review Board

Adopted by the Town of Haymarket Town Council by a quorum present, upon a Roll Call Vote,  
as follows:

- Motion By:
- Seconded By:
- Voting Aye:
- Voting Nay:
- Absent:
- Abstain:

Done this --- Day of ----- 2020, ATTEST:

Chair

Clerk of the Council

Attachment: ARB Working DRAFT By Laws 06-17-20 Clean Copy (4615 : ARB By-Laws)

## **ARTICLE 1 – PURPOSE; AUTHORITY TO ADOPT BYLAWS AND RULES OF PROCEDURE; PROCEDURE IN ABSENCE OF RULE**

1. The purpose of these Bylaws and Rules of Procedure (hereinafter, “Bylaws”) is to establish procedures for the Town of Haymarket Architectural Review Board (hereinafter, “the Board”) to conduct its business. The Board is appointed by the Town Council to advise the Town regarding historic preservation and to administer the Historic Overlay District, primarily through the consideration of applications for Certificates of Appropriateness.
2. Town Code § 58-14.8 authorizes the Board to adopt bylaws and rules consistent with Town Code.
3. In procedural situations not governed by Town Code or an express rule in these Bylaws, the Board shall follow Robert’s Rules of Order, Newly Revised (current edition) as applicable to small boards.

## **ARTICLE 2 – DUTIES OF MEMBERS**

1. Each member shall prepare for meetings of the Board by reviewing the materials provided in advance.
2. Each member of the Board shall attend and participate in Board meetings unless unable to do so.
3. Each member of the Board shall provide the Secretary with at least one means of electronic notice and shall accept all notices by that means.

## **ARTICLE 3 – SELECTION OF OFFICERS**

1. Officers of the Board shall consist of a Chair and Vice-Chair. The Chair and vice-Chair shall be elected by the membership of the Board. The Town Clerk shall be the Board’s secretary.
2. Nomination of officers shall be made from the floor at the regular July meeting each year. Election of officers shall follow immediately. A candidate receiving a majority vote of the entire membership shall be declared elected.
3. The term of office shall be for one (1) year or until a successor takes office.



4. Any vacancies in office shall be filled for the unexpired portion of the term in the same manner as the officers are originally chosen.

## ARTICLE 4 – DUTIES OF OFFICERS

1. The Chair shall be a member of the Board and shall:
  - a. Preside at all meetings.
  - b. Appoint all committees.
  - c. Rule on all procedural questions (subject to a reversal by majority vote by the members present).
  - d. Report on official communications at the next Board meeting.
  - e. Certify all minutes as true and correct copies.
  - f. Carry out other duties as assigned by the Board.
2. The Vice-Chair shall be a member of the Board and shall:
  - a. Act in the absence or inability of the Chair to act, with the full powers of the Chair.
3. The Secretary shall:
  - a. Record attendance at all meetings.
  - b. Record the minutes of the Board meetings.
  - c. Notify all members of all meetings by email or other electronic means.
  - d. Maintain a file of all official Board records and reports.
  - e. Certify all maps, records, and reports of the Board.
  - f. Give notice and be responsible for posting public notices of all Board meetings as required by law.
  - g. Attend to the correspondence necessary for the execution of the duties and functions of the Board.
  - h. Notify the Chair immediately upon receipt of official communications to the Board.

## ARTICLE 5 – COMMITTEES

1. Committees, standing or special, may be appointed by the Chair, to serve as needed. Such committees shall be subject to the approval of a majority vote of the Board.

2. Each referral to a committee shall state the name of the committee's chair and other members, the purpose of the referral, and the date for the committee to report back to the Board.
3. Committee meetings are subject to the Freedom of Information Act. The committee chair shall schedule the committee meeting and notify the Secretary, who shall notify the public and the other members of the committee.

## **ARTICLE 6 – MEETINGS**

1. Regular meetings of the Board shall be held on the third Wednesday of each month at 7:00 p.m. in Town Hall, unless the Town Council establishes a different date for some or all of the Board's meetings. When a regular meeting date falls on a legal holiday, the meeting shall be held on the day following unless otherwise designated by the Board by resolution.
2. When no application for Certificate of Appropriateness or other matter is pending for Board action or discussion, the Chair shall have the discretion to cancel a regular meeting by notice to the Secretary and members of the Board at least three (3) business days in advance.
3. Special meetings may be called by the Chair or by two (2) members upon written request to the Secretary. The Secretary shall provide all members a written notice giving the time, place and purpose of the meeting. No matter not specified in the notice shall be considered at such meeting, unless all members are present. If a vote is anticipated at the special meeting, the notice shall include a draft motion.
4. The Board shall not hold adjourned meetings.
5. All meetings of the Board and its committees shall be open to the public unless closed in compliance with the Virginia Freedom of Information Act.

## **ARTICLE 7 – VOTING**

1. A majority of the current membership shall constitute a quorum.
2. No action of the Board shall be valid unless authorized by a majority vote of those present and voting.

## **ARTICLE 8 – ORDER OF BUSINESS**

1. The order of business for a regular meeting shall be:
  - a. Call to order by Chair.

- b. Citizens Time
  - c. Approval of Minutes
  - d. Certificates of Appropriateness
  - e. New Business Referred by Council or Added by Board Members
  - f. Old Business
  - g. Planning Commission Update
  - h. Town Council Update
- i. Adjournment.
2. The Secretary shall keep a set of minutes of each meeting, and these minutes shall be a public record.

## **ARTICLE 9 – CONSIDERATION OF APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS**

1. The Secretary shall prepare a draft resolution for the Board containing the Town staff recommendation. If the staff recommends the granting of a Certificate of Appropriateness, the draft resolution will contain any modifications or conditions the staff recommends.
2. Any party or property owner may appear in person or by an attorney or other agent to present their application. The order of business for consideration of applications for Certificates of Appropriateness shall be as follows unless modified with the consent of the Board:
  - a) The Chair, or such person as the Board shall direct, shall give a preliminary statement concerning the application and the process for the hearing;
  - b) The staff shall present a brief review of the Staff Report, providing the Board the submitted samples of materials, drawings, and photographs. Staff may provide recommendations to the Board. Any statements or arguments submitted by an official, Commission, or department of the Town of Haymarket, any state agency, or any local historical preservation or neighborhood association may be presented at this time.
  - c) The applicant shall present the evidence and arguments in support of the application.
  - d) In cases when the Board deems it necessary, it may receive public comment concerning the application. Persons opposed to granting the application may present evidence and arguments against the application.

3. The Board may call witnesses and obtain factual evidence to assist in their deliberations. No member of the Board may be called as a witness in regard to any matter for Board action without that member's consent. A Board member who testifies as a witness shall be disqualified from voting on the matter on which he or she testified.

4. The Board shall permit the applicant to respond to evidence and arguments against the application. Board members shall offer the applicant an opportunity to answer any questions they may have, and to comment on any observations that Board members may have independently made of the property, before proceeding to deliberate whether to grant or deny the application and whether to accept the conditions recommended by staff and whether to require additional conditions. If the Board votes to approve the application with modifications not in the staff recommendation, those modifications shall first be reduced to writing and provided to the applicant and all members of the Board.

5. The Secretary shall summarize the evidence heard by the ARB, memorialize its decision, and provide a copy of such summary and decision to the applicant.

#### **ARTICLE 10 – ARCHITECTURAL GUIDELINES**

1. The Board may adopt and from time to time amend architectural guidelines to assist it in creating a consistent esthetic for Town development, redevelopment, maintenance, and restoration.

2. The Board shall hold at least one public hearing before adopting or amending its architectural guidelines. The public hearing shall be advertised at least twice by such means as the Board may desire, with the first advertisement at least one week before the second advertisement and the second advertisement no less than five days before the public hearing.

3. Before the Board adopts or amends the architectural guidelines, the Board or Town staff shall prepare a written draft showing the language to be adopted or amended. The Board may, however, amend any such draft after the public hearing, so long as such amendment to the draft is reduced to writing contemporaneously with the Board's vote.

#### **ARTICLE 11 – EXECUTION OF DOCUMENTS**

All official certificates of appropriateness, correspondence, minutes, papers and plans involving the authority of the Board shall bear the signature of the Chair and Secretary.

## ARTICLE 12 – AMENDMENTS

Any member of the Board may propose amendments to these Bylaws by giving written notice of the proposed amendment to the Secretary at least 30 days in advance of the meeting at which they are to be voted upon. If a majority of the Board votes to approve the proposed amendment, the amended bylaws shall be forwarded to the Town Council and shall take effect upon the approval of the Town Council.

## ADDENDUM

The following appendices compile information from the Town Code and the Comprehensive Plan regarding the roles and responsibilities of Architectural Review Board, land use policies and resources to be consulted by the Board, and matters to be considered by the Board. The information below also articulates the membership requirements of the Board, the Town’s Historic Building Inventory list, and the Old and Historic Haymarket District Overlay requirements.

### **APPENDIX I – Town Code Section 58-14.6 Architectural review board; creation, Membership.**

1. The Board shall consist of up to seven members, but not fewer than five, appointed by the Town Council, where qualified and acceptable candidates are available.
  - a. All members shall be residents of the Town of Haymarket
  - b. One member should be a person with knowledge of local real estate conditions
  - c. One member should be appointed primarily on the basis of a knowledge and demonstrate interest in the historical heritage of the Town
  - d. One member shall be a Liaison to the Town Council
  - e. One member shall be a Liaison to the Planning Commission
  - f. One member of the Board may be a licensed professional engineer, architect or land surveyor.
2. The Terms of Office for the members of the Board shall be as following,
  - a. Term of Office of the members shall be for three years, except as noted below
  - b. The Liaison member’s terms shall coincide with their Town Council or Planning Commission Term

- c. Any vacancy in membership shall be filled by appointment of the Town Council and shall be for the unexpired portion of the term only
- d. Any member of the Board shall be eligible for reappointment
- e. Any member of the Board may be removed from office by the Town Council for at will and without notice.

**APPENDIX II – Comprehensive Plan - 1.5.3 Historic Buildings Inventory**

Based on a survey conducted by the Virginia Department of Historic Resources (VDHR) in 1996 as well as Section 58-554 (a) of the Town Code which states; “all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings” the following structures are designated historic and worthy of protection in the Town of Haymarket.

**Table 16: Historic Building Inventory**

Address	Date of Construction	Historical Name
14600 Washington Street	ca. 1935	Old Pace West School
14710 Washington Street	ca. 1924	Sears House
14740 Washington Street	ca. 1926	Sears House
14801 Washington Street	ca. 1900’s	Jordan House
14800 Washington Street	ca. 1900	Baptist Church
14841 Washington Street	ca. 1900	Watts House
14881 Washington Street	ca. 1900	House
14891 Washington Street	ca. 1900	LeRoy House/Madison Shop
14900 Washington Street	ca. 1895	Melton House/store
14941 Washington Street	ca. 1948	Old Fire Station (1 <sup>st</sup> one in western PWC)
14950 Washington Street	ca. 1870’s Built on site of the Red House Tavern	Roland House/Red House Tavern (first building built before Haymarket became a town)
14951 Washington Street	ca. 1910	Old Bank Building
15020 Washington Street	ca. 1920’s	Old Post Office
15025 Washington Street	ca. 1883	School House/Town Hall
15030 Washington Street	ca. 1920	Rust/Pickett House
15101 Washington Street	ca. 1888/90	Dr. Payne House/Winterham
6590 Jefferson Street	ca. 1910	Garrett House

6630 Jefferson Street	ca. 1900	Hulfish House
6707 Jefferson Street	ca. 1920's	Large example bungalow
6706 Jefferson Street	ca. 1901	Gossom House
6712 Jefferson Street	ca. 1935	Baker/Bean House
6713 Jefferson Street	ca. 1910	Masonic Lodge
6720 Jefferson Street	ca. 1930	Gossom House
6741 Jefferson Street	ca. 1890	Brownie Smith House
6751 Jefferson Street	ca. 1870	Alrich House
6771 Jefferson Street	ca. 1870	Wise/Creech House
6810 Jefferson Street	ca. 1900	Leonard House
6811 Jefferson Street	ca. 1890	James Beale House
6745 Fayette Street	ca. 1800	McCormick House
6735 Fayette Street	ca. 1911	St. Paul's Parish Hall
6740 Fayette Street	ca. 1890-1910	Meade House
6750 Fayette Street	ca. 1800	St. Paul's Church
6750 Fayette Street	ca. 1900	St. Paul's Rectory
6790 Fayette Street	ca. 1930	Sarah Turner House
6796 Fayette Street	ca. 1800	Pearson's House

**APPENDIX III – Zoning Ordinance References**

ARTICLE XIV. - OLD AND HISTORIC HAYMARKET DISTRICT OVERLAY

Sec. 58-14.1 - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning: Board means the Architectural Review Board. Sec. 58-14.2 - Purpose.

a) This article is enacted pursuant to Code of Virginia, § 15.2-2306, as amended, for the purpose of imposing special requirements in addition to the requirements pertaining to the underlying zoning in

the Town, in order to protect and perpetuate those areas or structures which are of historic, architectural or cultural interest.

(b) Regulations imposed in this district are intended to protect against destruction of, or encroachment upon, such historic resources, to encourage uses which will continue to preserve them and to prevent the creation of adverse environmental influences.

Attachment: ARB Working DRAFT By Laws 06-17-20 Clean Copy (4615 : ARB By-Laws)



Sec. 58-14.3 - Creation; boundaries.

(a) In order to preserve the unique cultural heritage of the Town, there is hereby established an overlay district to be known as the "Old and Historic Town of Haymarket," which shall include all that area which lies within the corporate limits of the Town.

(b) Prior to any expansion of the historic district the Town shall identify and inventory all structures being considered for inclusion in such a district and shall establish written criteria to be used in making such determination. The Town shall the identify all landmarks and designate by ordinance any building, structure, district, object, or site as part of a local historic district, subsequent to soliciting public input in a manner consistent with Code of Virginia, § 15.2-2204. The owners of such property proposed for designation shall be given written notice of the public hearing on the ordinance.

Sec. 58-14.4 - Certificate of appropriateness required to erect, reconstruct, alter, restore or raze a building.

(a) In order to promote the general welfare, through the preservation and protection of historic places and areas of historic interest, all buildings within the Old and Historic Town of Haymarket which are 50 years old or older are designated historic buildings. No historic building may be demolished, in whole or in part, nor may any architectural features of such buildings which are subject to public view from a public street be altered without prior application to the Architectural Review Board, unless the building official consistent with the Uniform Statewide Building Code, determines that it constitutes such a hazard that it shall be razed, demolished or moved.

(b) No building, structure or sign shall be erected, reconstructed, altered or restored within the Old and Historic Town of Haymarket, unless and until an application for a certificate of appropriateness shall have been approved by the board or, on appeal, by the Town Council after consultation with the board. Review of such application by the board will include analysis of external architectural features which are subject to public view from a public street, way or place, in light of their architectural compatibility with the historic buildings in the district.

(c) The term "altered," as used in this article, means any readily apparent change, including painting. The zoning administrator shall determine whether a change is readily apparent, subject to appeal to the board of zoning appeals.

Sec. 58-14.5 - Application for certificate of appropriateness. Application for a certificate of appropriateness shall be made to the Architectural Review Board. Any decision of the Architectural Review Board shall be appealable by any member of the Town Council or any aggrieved party to the Town Council.

Sec. 58-14.6 - Architectural review board; creation, membership.

(a) For the purpose of making effective the provisions of this article, an Architectural Review Board is established. The board shall consist of up to seven members, but not fewer than five, appointed by the Town

Council, and shall be legal residents of the Town. Where qualified and acceptable candidates are available, one member of the board shall be a licensed professional engineer, architect or land surveyor; one board member will be appointed from the Town Council and one from the Planning Commission; one member should be a person with knowledge of local real estate conditions, and one member should be appointed primarily on the basis of a knowledge and demonstrated interest in the historical heritage of the Town.

(b) The term of office of the members shall be for three years, except that the term of the Council member and Planning Commission member shall correspond to their official tenure of office. Members may be removed from office by Town Council at will and without notice. Appointments to fill vacancies shall be only for the unexpired portion of the term. Members may be reappointed to succeed themselves.

Sec. 58-14.7 - Chairman, vice-chairman and secretary of the board. The Board of Architectural Review shall elect its chairman and vice-chairman from its membership, and the Town Clerk shall be its secretary.

Sec. 58-14.8 - Procedure for meetings. (a) The Board of Architectural Review shall adopt and maintain bylaws governing the procedure for meetings and following the membership requirements and other procedures set forth by this article. (b) In matters regarding the procedure for meetings not covered by this section (e.g., schedules for regular periodic meetings), the board may establish its own rules, provided they are not contrary to the spirit of this article.

Sec. 58-14.9 - Matters to be considered by board in acting on appropriateness of erection, reconstruction, alteration, restoration or demolition of building or structure. The board shall not consider interior arrangement, relative size of the building or structure, detailed design or features not subject to any public view, and shall not make any requirements regarding such matters. The board shall consider the following in passing upon the appropriateness of architectural features:

- (1) Exterior architectural features, including all signs, which are subject to public view from a public street, way or place.
- (2) General design arrangement.
- (3) Texture, material and color.
- (4) The relation of the factors, subsections (1), (2), and (3) of this section, to similar features of the buildings and structures in the immediate surroundings.
- (5) The extent to which the building or structure would be harmonious with or obviously incongruous with the old and historic aspect of the surroundings.

(6) In the case of a building to be razed, a primary consideration will be the extent to which its continued existence would tend to protect irreplaceable historic places and preserve the general historic atmosphere of the Town.

(7) The extent to which the building or structure will promote the general welfare of the Town, and all citizens, by the preservation and protection of historic places and areas.

(8) The extent to which the building or structure will promote the general welfare by:

- a. Maintaining and increasing real estate value; b. Generating business; c. Creating new positions;
- d. Attracting tourists, students, writers, historians, artists and artisans, and new residents; e. Encouraging study of and interest in American history; f. Stimulating interest in and study of architecture and design; g. Educating citizens in American culture and heritage; and h. Making the Town a more attractive and desirable place in which to live.

Sec. 58-14.10 - Issuance of certificate of appropriateness. Decisions of the board will be incorporated in approved certificates of appropriateness or written reasons for disapproval. Immediately upon approval by the board of any application to erect, reconstruct, alter, restore or raze a building, a certificate of appropriateness, signed by the chairman of the board and bearing the date of issuance, shall be made available to the applicant. The zoning administrator shall refuse to honor any request for a building permit without such certificate of appropriateness, but a certificate of appropriateness will in no way affect the requirement to comply with the other provisions necessary to obtain a building permit.

Sec. 58-14.11 - Right of appeal.

(a) Whenever the board shall approve or disapprove an application for a certificate of appropriateness or fail to take action within 45 days of its filing, any aggrieved party shall have the right to appeal and be heard before the Town Council provided such person files with the Town Clerk on or before seven days after the decision of the board a written notice of appeal. Upon receipt of such notice, the Town Clerk shall place such appeal on the agenda for the next regular meeting of the Town Council.

(b) Any party may appeal the decision of the Town Council to the circuit court pursuant to this section.

(1) A party is any applicant or any person who owns property adjacent to the property which the application concerns. For the purposes of this section, the term "adjacent" includes any property separated from the applicant's property only by a road and which would be adjacent if the road were not present.

(2) Appeal shall be by petition at law setting forth the alleged illegality of the action of the Town Council.

(3) The appellant must file the appeal with the circuit court of the county within 30 days of the Town Council's decision.

(c) In addition to the right of appeal, the owner of an historic landmark, building or structure shall have a right to raze or demolish such landmark, building or structure provided he has complied with the provisions of the second paragraph of Code of Virginia, § 15.2-2306(A)(3), as amended.

Sec. 58-14.12 - Deterioration by neglect.

(a) No owner of an officially designated historic building within the historic district shall allow it to deteriorate to the point where it is not economically feasible to repair or restore it. Specifically, no owner may permit: (1) Deterioration of the exterior of a historic building to the extent that it creates or permits a hazardous or unsafe condition; (2) Deterioration of exterior walls or other vertical supports, horizontal members, roofs, chimneys, exterior wall elements such as siding, wooden walls, brick, plaster or mortar, of a historic building to the extent that it adversely affects the character of the historic district or could reasonably lead to irreversible damage to the structure. In determining whether deterioration adversely affects the character of the historic district, the zoning administrator shall be guided by the comprehensive plan and, if adopted, the strategic plan and capital improvements budget.

(b) If the Town Building Inspector determines that a historic structure is violating the Property Maintenance Code, he shall so notify the owner, the zoning administrator, and the chairman of the Architectural Review Board of this conclusion, stating the reason for such determination, and shall give the owner 30 days from the date of the notice in which to commence work rectifying the specifics, or to initiate a request to demolish, move or relocate such structure. If appropriate action is not timely taken, the Town Building Inspector shall initiate appropriate legal action.



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

**Christopher S. Coon**  
**Town Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Town Manager  
DATE: July 19, 2020  
SUBJECT: Priority List

### Background:

The Town Council discussed how they wanted to ensure that certain items were given the appropriate amount of attention. Town Staff has tracked items requested from Town Council over the month of July. It would be beneficial if the Town Council can prioritize these different items in a Tiered System. There will be a list provided to the Mayor and each Council Member to rate their priorities.

The Tiered System is as follows:

- Tier 1: (3 Items) Items that must be completed as soon as possible.
- Tier 2: (3 Items) Items that are important but can wait a couple months.
- Tier 3: (5-10 Items) Items to be completed within a year.
- Tier 4: (5-10 Items) Items to be completed during the 2020-2022 term.
- Tier 5: Items not needing a timeline at this time.

### Staff Recommendation:

Staff recommends Town Council complete the Priority List and provide it to Town Staff to complete the 2020-2022 Town Council Priority List for adoption at the August 3<sup>rd</sup> Town Council Meeting.

Attachment: Priority List memo (4616 : Priority List)



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

### Week of July 6 to July 10, 2020

---

#### Administration

- Meetings
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Held Town Council Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Mayor and Chris)
  - Met with Town IT Contractor (Chris)
  - Met with QBE Staff (Emily, Councilman Weir, and Chris)
  - Met with Homeowner for Development Project/Permit (Emily and Chris)
  - Jefferson Street Pedestrian Project Status Meeting (Emily)
- New Items/Businesses
  - No New Businesses; One expected next week
  - Hulfish House reported HVAC issue; will be inspected next week
  - Copper Cricket reported some Rodent issues; will be inspected Monday
  - Answered multiple reporters' questions on variety of topics

#### Town Staff

- Received quote for damaged light pole on Bleight by Able Movers
- Scheduled Audit preparation site visit
- Held Town Council Meeting
- Met with QBE and Reviewed Proffer Amendment and SUP Application
- Assisted Potential Applicant with Questions about Requesting a Variance
- Prepared ARB Agenda
- Updated Website
- Completed forms to add Bank Check Signers
- Answered Finance Liaison Questions

## Town Council Tasks

Date	Task	Description	Status
7/6/2020	IT Quotes	Requested options for IT Service Contractors	Have current contractor and one quote received, waiting on another.
7/6/2020	ARB/PC Appointments	Notify all members appointed	Members notified; emails will be created 7/13
7/6/2020	Bank Signers	Adding Mayor Luersen and Councilman Pasanello as signers	Bank is completing documentation to send to Town
7/6/2020	CARES Act Funds	Funds accepted from PWC for CARES Act Relief Funds	Documentation has been sent to PWC, waiting to receive check.
7/6/2020	CARES Act Funds	Options for Disbursement of Funds	Options will be available at the July Work Session
7/6/2020	Policies and Procedures	Update Policies and Procedures as adopted by Town Council	Scheduled for week of 7/13-17/2020
7/6/2020	Finance Liaison Questions	Budget Questions for Finance Liaison	Currently All Questions Answered
7/7/2020	Website Update	Correct Mistakes and Outdated Items on the Town Website	Items Corrected, additional review will occur 7/13
7/9/2020	New Resident/Business Packet	Create a packet for new residents and businesses full of information for the Town	No Status at this time
7/9/2020	Jefferson Turn Lane and Sidewalk	Installation of Turn Lanes N and S on Jefferson Street and sidewalk next to Town Property	No Status at this time

## Town Expenses

- No Expenses over \$3,000 for the week of July 6 to July 10, 2020.





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

### Week of July 13 to July 17, 2020

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#### Administration

- Meetings
  - Held Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Emily and Chris)
  - Met with Town IT Contractor (Chris)
  - Met with QBE Staff (Emily and Chris)
  - Met with Homeowner for Development Project/Permit (Emily)
  - Met with Planning Commissioner (Emily)
- New Items/Businesses
  - New Business – Splendid Pressure Wash and Auto Detailing
  - Updated Town Council Task List
  - Hulfish House reported HVAC issue; inspected and resolved
  - Copper Cricket reported some Rodent issues; will secure crawlspace doors Monday 7/20
  - Waiting for Quote from Electrician to replace streetlight
  - Showed Potential tenant space upstairs

#### Town Staff

- Scheduled Audit preparation site visit
- Met with QBE and Reviewed Proffer Amendment and SUP Application
- Assisted Potential Applicant with Questions about Requesting a Variance
- Prepared Planning Commission and ARB Agendas
- Updated Website
- Sent form to the Bank and added Councilman Pasanello and Mayor Luersen as Bank Check Signers

#### Town Council Tasks

- Sent separately

**Town Expenses**

Date	Vendor	Description	Amount
7/17/2020	Vanderpool,Frostick & Nishanian, P.C.	Town Attorney	\$8,555.90



Town of Haymarket  
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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

### Week of July 20 to July 24, 2020

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#### Administration

- Meetings
  - Held Planning Commission Meeting (Emily, Kim, and Chris)
  - Met with Town Attorney (Emily, Mayor, and Chris)
  - Held Architectural Review Board Meeting (Emily and Kim)
  - Met with Potential Town IT Contractor (Chris)
  - Met with Developer for Project/Permit (Emily)
  - Met with PWC regarding properties in Town (Emily and Chris)
  - Met with Residents wanting to volunteer (Chris)
- New Items/Businesses
  - No New Business
  - Updated Town Council Task List
  - Copper Cricket secured crawlspace doors Monday and Tuesday 7/20 & 7/21
  - Waiting for Quote from Electrician to replace streetlight
  - Potential Tenant for upstairs will decide Monday 7/27
  - A Tenants Lease is ending 7/31; Walk-through scheduled for 7/31
  - FOIA Online Training Sent to Town Council
  - VML Document for FOIA, COIA, and Public Records Act Sent to Town Council
  - Responded to 3 FOIA Requests

#### Town Staff

- Scheduled Audit preparation site visit
- Discussed QBE Proffer Amendment Discrepancies with Applicant
- Responded to Potential Applicant with Questions about Retroactive Building Permits
- Held Planning Commission and ARB Meetings
- Completed Oaths for Planning Commission and ARB Members
- Completed Draft Newsletter
- Completed June Town Council Meeting Minutes
- Posted Town Council Work Session Agenda
- Deposited CARES ACT Funds

**Town Council Tasks**

- Sent separately

**Town Expenses**

Date	Vendor	Description	Amount
7/24/2020	Carter Bank & Trust	Debt Obligation Payment	\$167,398.45
7/24/2020	Rinker Design Associates,	Sidewalk Project (Reimbursable)	\$24,677.33



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

## Town Council Priority List

The Tier System is as follows:

- Tier 1: (3 Items) Items that must be completed as soon as possible.
- Tier 2: (3 Items) Items that are important but can wait a couple months.
- Tier 3: (5-10 Items) Items to be completed within a year.
- Tier 4: (5-10 Items) Items to be completed during the 2020-2022 term.
- Tier 5: Items not needing a timeline at this time.

Tier Rank 1-5	Task	Description
Tier 1	IT Quotes	Requested options for IT Service Contractors
Tier 1	Security Quotes	Requested options for update cyber security for Town Hall
Tier 1	CARES Act Funds	Options for Disbursement of Funds
Tier 2	Policies and Procedures	Update Policies and Procedures as adopted by Town Council
Tier 2	Bank Transfer in Town	Transferring accounts back to TFB
Tier 2	Website Update	Correct Mistakes and Outdated Items on the Town Website
Tier 3	Finance Liaison Questions	Budget Questions for Finance Liaison
Tier 3	Comprehensive Plan Update	Update the comprehensive plan draft from 2015
Tier 3	Business Roundtable	Hosting Business Roundtables
Tier 3	Communication Plan	Developing a communication plan for outreach to our citizens

Tier 3	Museum Plan/Display/Openings	Develop a plan to reopen the Museum
Tier 3	ARB Guidelines Update	Update the ARB Guidelines
Tier 3	Track Tenants/Buildings	Track Revenues vs. Expenses
Tier 3	Social Media Update and Changes	Update sites for the community
Tier 4	New Resident/Business Packet	Create a packet for new residents and businesses full of information for the Town
Tier 4	Landscape Quotes	Update Landscape Contract
Tier 4	Quarterly Newsletter	Developing newsletter for quarterly mailing
Tier 4	Farmers' Market	Restart Farmer's Market
Tier 4	Franchise Agreements (Electric & Cable/Internet)	Town's franchise agreements with electric and cable internet providers
Tier 4	Zoning Ordinance Update	Update Ordinance
Tier 4	Sidewalk Maintenance Plan	Update the draft sidewalk maintenance plan
Tier 4	Schedule /Attend Regional Meetings/HOA Meetings	Assist Mayor with Scheduling
Tier 4	PWC Railroad Track Resolution	Support Resolution for PWC
Tier 5	Jefferson Turn Lane and Sidewalk	Installation of Turn Lanes N and S on Jefferson Street and sidewalk next to Town Property
Tier 5	Park Building Repairs	Repair the park building to a rentable standard
Tier 5	Town Hall Parking Lot Improvements and Repairs	Develop an action plan for repairing the parking lot and completing the improvements
Tier 5	Park Sidewalk	Develop an action plan for the park sidewalk
Tier 5	GFOA Distinguished Budget Award	Apply for FY 2022 Distinguished Budget Award
Tier 5	Transition Plan	Establish a Plan to transition between Town Councils



**HAYMARKET POLICE  
DEPARTMENT**



To: Mayor Luersen and Council Members  
 From: Chief Lands  
 Date: 7-20-2020  
 Subject: Monthly Report for July 2020

Felony Arrests	1	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	3	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1208	Various
Out of Town Calls for Service	26	Various
Traffic Summons	57	Speeding, Suspended, Reckless, etc.
Traffic Warnings	114	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	1	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	901	All Town Businesses

**Points of Interest:**

Shift Changes  
 Evidence Room  
 Vehicle Break-Ins/Larcenies

Attachment: Monthly Council Report July 20 (4597 : Chief of Police Report)





## HAYMARKET POLICE DEPARTMENT



To: Mayor Luersen and Council Members  
 From: Chief Kevin Lands  
 Date: 8-3-2020  
 Subject: Budget Cuts

After listening to members of council discuss the need for budget cuts at the council work session, I have reviewed the police department budget for areas where I could absorb cuts and still effectively keep the town and its residents safe. Below is a list of the line items and amounts that I believe could be cut in part or whole:

Line Item	Description	Amount
3110003	Overtime	\$14,000
3110004	Holiday	\$ 3,000
3110005	Part Time	\$ 4,000
3110032	Computer/Internet	\$ 3,000
3110039	Miscellaneous	\$ 1,500
3110042	Vehicle Fuels	\$ 3,000
3110045	Uniforms/Supplies	\$12,000
3110046	Community Events	\$ 2,000
<b>Total</b>		<b>\$42,500</b>

Changes from Councilman Weirs memo:

1. Legal Services -\$1,000 (Contract with Vanderpool for \$24,000)
2. Telecommunications -\$1,000 (Phones, Wi-Fi cards, Office Internet)

Solution:

1. Added the \$1,000 from both line items to the "Computer/Internet line item to take that from a \$1,000 cut to a \$3,000 cut.
2. Also added two additional cuts: \$1,500 Miscellaneous line item and \$2,000 Events line item to take the total cuts from \$39,000 to \$42,500

Kevin Lands  
 Chief of Police  
 Town of Haymarket  
 Haymarket, Va.

Attachment: PD budget Cuts (4597 : Chief of Police Report)



## HAYMARKET POLICE DEPARTMENT



To: Mayor Luersen and Council Members  
 From: Chief Kevin Lands  
 Date: 8-3-2020  
 Subject: Overtime Calculations

Breakdown of the police overtime requested in the 2020/2021 budget year:

\$4,360.32	– Court Overtime = 2 officers x 4 hours a month x 12 months x \$45.42
\$3,270.24	– Dept. Meetings = 3 officers x 2 hours a month x 12 months x \$45.42
\$4,360.32	– Quarterly Training = 3 officers x 8 hours x 1 day a quarter (4 days) x \$45.42
\$2,452.68	– Events = 3 officers x 18 hours (12 hours + 6 hours) x 2 events x \$45.42
<hr/>	
\$14,443.56	Predictable Overtime
\$5,556.44	Non-Predictable Overtime
<hr/>	
\$20,000	Total Overtime Budget

Kevin Lands  
 Chief of Police  
 Town of Haymarket  
 Haymarket, Va.

Attachment: PD budget Cuts (4597 : Chief of Police Report)

**Councilman Weirs Proposed Budget Cut Memo:**

<b>Category</b>	<b>Proposed</b>	<b>Change from Adopted</b>
<b>Revenues</b>		
3160-05 · Laney Detail	\$71,650.00	\$71,650.00
<b>Expenditures</b>		
111005 · Salaries & Wages – Regular (Town Council)	\$22,000.00	-\$10,000.00
1211003 · Salaries/Wages - Part Time (Town Admin)	\$10,000.00	-\$15,000.00
1211020 · Meals & Lodging (Town Admin)	\$3,000.00	-\$3,000.00
1211021 · Convention & Education (Town Admin)	\$6,000.00	-\$4,000.00
1211030 · Capital Outlay-Machinery/Equip (Town Admin)	\$5,000.00	\$5,000.00
<b>NET ADMIN</b>	<b>-\$27,000,</b>	<b>-4.9%</b>
3110003 · Salaries & Wages - OT Premium (PD)	\$20,000.00	-\$14,000.00
3110004 · Salaries & Wages - Holiday Pay (PD)	14,000.00	-\$3,000.00
3110005 · Salaries & Wages - Part Time (PD)	\$16,000.00	-\$4,000.00
3110008 · Salary & Wages - Laney Detail (PD)	\$71,650.00	\$71,650.00
3110028 · Legal Services (PD)	\$4,000.00	-\$1,000.00
3110032 · Computer, Internet & Website (PD)	13,000.00	-\$1,000.00
3110034 · Telecommunications (PD)	\$9,000.00	-\$1,000.00
3110042 · Vehicle Fuels (PD)	\$16,000.00	-\$3,000.00
3110045 · Uniforms & Police Supplies (PD)	\$20,000.00	-\$12,000.00
<b>NET PD</b>	<b>-\$39,000</b>	<b>-4.9%</b>
<b>HAYMARKET COMMUNITY PARK</b>		
7000001 · Grounds Maintenance/Repairs	\$40,000.00	\$20,000.00
<b>EVENTS</b>		
71110 · EVENTS - Other	\$10,000.00	\$10,000.00
<b>COMMUNITY DEVELOPMENT</b>		
8110003 · Consultants - Engineer	\$25,000.00	-\$25,000.00
8110004 · Consultants - Comp Plan	\$10,000.00	-\$30,000.00
94107 · BLIGHT MITIGATION - Other	\$50,000.00	\$30,000.00
<b>NET SAVINGS</b>	<b>\$61,000</b>	

Attachment: PD budget Cuts (4597 : Chief of Police Report)

ANTICIPATED SURPLUS	\$145,000
TOTAL UNALLOCATED	\$206,000

Suggested New Line Item Additions

Streetscape Lockbox Fund	\$120,000
Reserve Contribution	\$60,000
FY21 Emergency Fund	\$26,000



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

**ROBERTO GONZALEZ**  
Town Treasurer

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Roberto Gonzalez, Town Treasurer  
DATE: August 3, 2020  
SUBJECT: Municipal Funds transfer to Fauquier Bank

### BACKGROUND:

Last month, Finance Liaison Councilman Weir asked for staff to research the impact on what the Bank Franchise Tax revenue would have once SONA bank left the town in June 2020. This is a tax revenue the Town receives from banks within the Towns jurisdiction. With SONA bank no longer in the Town, it will reduce the expected revenue.

On July 15, 2020, Town Manager Coon and myself participated in conference call with Fauquier Bank to discuss the possibility of moving Town funds over to their institution. In this discussion, were given an estimated calculation of the current town funds. We could potentially see an additional \$21,000 in revenues with Fauquier bank holding our Town accounts. This would be an addition to the current franchise tax the institution is currently submitting to the Town. The impact is significant to the Towns budget as it could mean close to a 1% increase of the current overall budget in revenues.

At this time, I would ask that Council give direction to staff in a form of a motion to move forward with the transfer of the Town funds with Fauquier bank from SONA bank.

Attachment: Memo to Council - Bank Funds to TFB 08.03.2020 (4598 : 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  
 August 3, 2020

**Highlights:**

- The financials attached are as of June 30, 2020.
- As of June 30, 2020, the Town is ending with a surplus, there are still a few items that need to be collected that would only increase the surplus amount for FY2020.
- We have begun to pay out the contractors for the Jefferson Pedestrian project and have submitted invoices to VDOT for reimbursement for the amounts being paid out to the contractors.
- Continue to work on audit preparations and have a set onsite visit from Mary Earhart on September 29<sup>th</sup> 2020 in preparations for audit visit.
- Scheduled a conference call with Fauquier bank representatives along with our Town manager to discuss bank franchise tax and current rates to possibly transfer Town funds to their institution.
- Have submitted the light pole quote and install quote to the driver's insurance agency to replace the damaged light pole at the corner of Bleight Drive and Dogwood Park Lane.
- Received CARES Act funds and deposited the funds into a non-interest-bearing account with Fauquier bank.

**Town of Haymarket**  
**Statement of Net Position**  
As of June 30, 2020

	Jun 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,649,257.21
11000 · CD's & Money Market Funds	55.60
11010 · Virginia Investment Pool	329,509.72
<b>Total Checking/Savings</b>	1,978,822.53
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	215,559.46
12010 · A/R Permits	-4,195.67
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	215,369.68
<b>Other Current Assets</b>	
11499 · Undeposited Funds	-5,512.92
12012 · Local Accounts Receivable-Other	75,456.10
12025 · Due from Prince William County	-15,739.35
12030 · Due from Commonwealth	45,085.40
12099 · Allowance for Doubtful Accounts	-103,775.64
12200 · Prepaid Expenses	33,487.00
<b>Total Other Current Assets</b>	29,000.59
<b>Total Current Assets</b>	2,223,192.80
<b>Fixed Assets</b>	
12500 · General Property	4,343,848.91
12600 · Rental Property	1,401,944.03
<b>Total Fixed Assets</b>	5,745,792.94
<b>Other Assets</b>	
19110 · Deferred Outflows - OPI	22,561.00
19000 · Net Pension Asset	38,900.00
19100 · Deferred Outflow - Pension Cont	56,468.00
19200 · Deferred Outflow - GLI OPEB	5,118.00
<b>Total Other Assets</b>	123,047.00
<b>TOTAL ASSETS</b>	<b>8,092,032.74</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	119,951.10
<b>Total Accounts Payable</b>	119,951.10
<b>Credit Cards</b>	
20040 · Town Credit Card	-89.94
20041 · ToH Credit Card - SONA 0269	1,451.49
20042 · PD Credit Card - SONA 0277	10,299.37
<b>Total Credit Cards</b>	11,660.92
<b>Other Current Liabilities</b>	
20095 · Deferred Revenue - Events	21,528.57
20096 · Deferred Revenue - Other	-26,661.12
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	13,758.36



**Town of Haymarket**  
**Statement of Net Position**  
As of June 30, 2020

	Jun 30, 20
22000 · Security Deposits	11,916.75
22010 · Escrow Deposits	38,845.00
<b>Total Other Current Liabilities</b>	<b>59,453.16</b>
<b>Total Current Liabilities</b>	<b>191,065.18</b>
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	9,621.55
23000 · Accrued Leave	26,892.84
25000 · General Obligation Bonds	911,600.00
25010 · Captial Leases Payable	91,593.64
29100 · Deferred Inflow - Pension Msmnt	89,749.00
29500 · Net OPEB Liability	45,000.00
29600 · Deferred Inflow - OPEB	8,000.00
<b>Total Long Term Liabilities</b>	<b>1,182,457.03</b>
<b>Total Liabilities</b>	<b>1,373,522.21</b>
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-47,882.00
34000 · Net Pension Activity Offset	28,180.00
30000 · Unrestricted Net Assets	1,786,788.19
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,747,060.14
33000 · Amt Long Term Obligations	-1,040,975.23
Net Income	239,339.43
<b>Total Equity</b>	<b>6,718,510.53</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,092,032.74</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**June 2020**

	Jun 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3120 · OTHER LOCAL TAXES</b>	
3120-02 · Business License Tax	9,029.11
3120-03 · Cigarette Tax	12,495.00
3120-04 · Consumer Utility Tax	23,298.20
3120-05 · Meals Tax - Current	121,065.23
3120-06 · Sales Tax Receipts	22,168.08
3120-07 · Penalties (Non-Property)	581.87
3120-08 · Interest (Non-Property)	85.57
<b>Total 3120 · OTHER LOCAL TAXES</b>	188,723.06
<b>3130 · PERMITS,FEES &amp; LICENESES</b>	
3130-01 · Application Fees	75.00
3130-02 · Inspection Fees	46.25
3130-03 · Motor Vehicle Licenses	121.00
3130-05 · Other Planning & Permits	10,324.60
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	10,566.85
<b>3140 · FINES &amp; FORFEITURES</b>	
3140-01 · Fines	3,795.97
<b>Total 3140 · FINES &amp; FORFEITURES</b>	3,795.97
<b>3150 · REVENUE - USE OF MONEY</b>	
3150-01 · Earnings on VACO/VML Investment	182.37
3150-02 · Interest on Bank Deposit	347.26
<b>Total 3150 · REVENUE - USE OF MONEY</b>	529.63
<b>3151 · RENTAL (USE OF PROPERTY)</b>	
3151-02 · 15026 Suite 210 Body Mind	0.00
3151-04 · Suite 210 LF Security	858.67
3151-06 · Suite 204 MAC-ISA	560.00
3151-07 · Haymarket Church Suite 206	0.00
3151-08 · 15020 Washington Realty	3,889.92
3151-09 · 15026 Copper Cricket	1,737.61
3151-11 · Cupcake Heaven and Cafe LLC	2,679.50
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	9,725.70
<b>3160 · CHARGES FOR SERVICES</b>	
3160-01 · Public Safety	
3160-05 · Laney Detail	11,800.00
<b>Total 3160-01 · Public Safety</b>	11,800.00
<b>Total 3160 · CHARGES FOR SERVICES</b>	11,800.00
<b>3165 · REVENUE - TOWN EVENTS</b>	
3165-01 · Revenue - Town Events	-16,528.57
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	-16,528.57
<b>3200 · REVENUE FROM COMMONWEALTH</b>	
3200-02 · 599 Law Enforcement Grant	7,887.00
3200-04 · Car Rental Reimbursement	0.00
3200-05 · Communications Tax	16,948.12
3200-12 · Railroad Rolling Stock	0.00
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	24,835.12

Attachment: Treasurer Report Financials for 08.03.2020 (4598 : Town Treasurer Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**June 2020**

	Jun 20
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	
3300-01 · DMV Transp Safety Grant	0.00
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	65,485.83
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	65,485.83
<b>Total Income</b>	298,933.59
<b>Gross Profit</b>	298,933.59
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
<b>11100 · TOWN COUNCIL</b>	
111002 · FICA/Medicare	0.00
<b>Total 11100 · TOWN COUNCIL</b>	0.00
<b>12110 · TOWN ADMINISTRATION</b>	
1211001 · Salaries/Wages-Regular	26,279.28
1211100 · Salary & Wages - Hazard Pay	5,680.00
1211004 · FICA/Medicare	2,363.29
1211005 · VRS	5,454.23
1211006 · Health Insurance	8,472.30
1211007 · Life Insurance	416.95
1211008 · Disability Insurance	168.29
1211009 · Unemployment Insurance	-0.01
1211010 · Worker's Compensation	0.00
1211011 · Gen Property/Liability Ins.	0.00
1211012 · Accounting Services	877.50
1211013 · Cigarette Tax Administration	613.29
1211014 · Printing & Binding	169.76
1211015 · Advertising	1,027.50
1211016 · Computer, Internet & Website Svc	1,361.79
1211017 · Postage	249.30
1211018 · Telecommunications	456.39
1211021 · Convention & Education	25.00
1211022 · Miscellaneous	231.54
1211024 · Books, Dues & Subscriptions	4,042.65
1211025 · Office Supplies	12.46
1211026 · Equipment Rental	449.10
<b>Total 12110 · TOWN ADMINISTRATION</b>	58,350.61
<b>12210 · LEGAL SERVICES</b>	
1221001 · Legal Services	11,610.10
<b>Total 12210 · LEGAL SERVICES</b>	11,610.10
<b>Total 01 · ADMINISTRATION</b>	69,960.71
<b>03 · PUBLIC SAFETY</b>	
<b>31100 · POLICE DEPARTMENT</b>	
3110001 · Salaries & Wages - Regular	30,845.49
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	2,288.02
3110004 · Salaries & Wages - Holiday Pay	987.52
3110005 · Salaries & Wages - Part Time	2,970.00
3110007 · Salary & Wages - DMV Grant	1,514.52
3110008 · Salaries & Wages - Laney Detail	11,800.00
3110009 · Salary & Wages - Hazard Pay	16,193.00
3110020 · FICA/MEDICARE	5,076.47
3110021 · VRS	3,458.76
3110022 · Health Insurance	4,312.08
3110023 · Life Insurance	455.13
3110024 · Disability Insurance	218.16
3110025 · Unemployment Insurance	115.87
3110026 · Workers' Compensation Insurance	0.00
3110027 · Line of Duty Act Insurance	0.00

Attachment: Treasurer Report Financials for 08.03.2020 (4598 : Town Treasurer Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**June 2020**

	Jun 20
3110028 · Legal Services	3,432.00
3110032 · Computer, Internet & Website	735.79
3110034 · Telecommunications	858.41
3110035 · General Prop Ins (Vehicles)	0.00
3110038 · Convention & Edu. (Training)	1,135.52
3110041 · Office Supplies	391.96
3110042 · Vehicle Fuels	3,002.10
3110043 · Vehicle Maintenance/Supplies	2,268.88
3110045 · Uniforms & Police Supplies	11,638.82
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>103,698.50</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>103,698.50</b>
<b>04 · PUBLIC WORKS</b>	
43200 · REFUSE COLLECTION	
4320001 · Trash Removal Contract	332.82
<b>Total 43200 · REFUSE COLLECTION</b>	<b>332.82</b>
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	13,530.05
4310003 · Maint Svc Contract-Landscaping	3,181.34
4310005 · Maint Svc Cont- Street Cleaning	1,540.00
4310007 · Electric/Gas Services	956.13
4310008 · Electrical Services-Streetlight	300.01
4310009 · Water & Sewer Services	129.70
4310010 · Janitorial Supplies	199.98
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>19,837.21</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>20,170.03</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>	
71110 · EVENTS	
7111003 · Contractual Services	116.58
<b>Total 71110 · EVENTS</b>	<b>116.58</b>
72200 · MUSEUM	
7220012 · Telecommunications	130.21
<b>Total 72200 · MUSEUM</b>	<b>130.21</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>246.79</b>
<b>08 · COMMUNITY DEVELOPMENT</b>	
81100 · PLANNING COMMISSION	
8110002 · FICA/Medicare	0.00
<b>Total 81100 · PLANNING COMMISSION</b>	<b>0.00</b>
81110 · ARCHITECTURAL REVIEW BOARD	
8111002 · FICA/Medicare	0.00
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>0.00</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>0.00</b>
<b>09 · NON-DEPARTMENTAL</b>	
90000 · BB&T Tax Overpayment Refund	32,594.00
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>32,594.00</b>
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>65,485.83</b>

Attachment: Treasurer Report Financials for 08.03.2020 (4598 : Town Treasurer Report)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**June 2020**

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	<u>Jun 20</u>
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	-0.02
<b>Total EMPLOYEE BENEFITS</b>	<u>-0.02</u>
<b>Total 94105 · PERSONNEL</b>	<u>-0.02</u>
<b>Total Expense</b>	<u>292,155.84</u>
<b>Net Ordinary Income</b>	<u>6,777.75</u>
<b>Net Income</b>	<u><u>6,777.75</u></u>

Attachment: Treasurer Report Financials for 08.03.2020 (4598 : Town Treasurer Report)

TOWN OF HAYMARKET  
Revenue Expenditures Actual To-Date vs Annual Budget  
July 2019 through June 2020

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	376,124.12	374,257.00	100.5%	
3110-02 · Public Service Corp RE Tax	14,174.08	11,784.00	120.3%	
3110-03 · Interest - All Property Taxes	337.72	0.00		
3110-04 · Penalties - All Property Taxes	1,038.03	1,000.00	103.8%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>391,673.95</b>	<b>387,041.00</b>	<b>101.2%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-01 · Bank Stock Tax	36,141.00	22,000.00	164.3%	
3120-02 · Business License Tax	233,161.18	195,000.00	119.6%	<i>collections up to June 30, 2020</i>
3120-03 · Cigarette Tax	147,645.00	160,000.00	92.3%	<i>collections up to June 30, 2020</i>
3120-04 · Consumer Utility Tax	154,839.67	150,000.00	103.2%	<i>collections up to June 30, 2020</i>
3120-05 · Meals Tax - Current	768,299.87	700,000.00	109.8%	<i>collections up to June 30, 2020</i>
3120-06 · Sales Tax Receipts	117,687.27	155,000.00	75.9%	<i>collections up to April 30, 2020</i>
3120-07 · Penalties (Non-Property)	6,173.91	0.00	100.0%	
3120-08 · Interest (Non-Property)	2,564.29	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,466,512.19</b>	<b>1,382,000.00</b>	<b>106.1%</b>	
<b>3130 · PERMITS, FEES &amp; LICENSES</b>				
3130-01 · Application Fees	1,900.00	4,500.00	42.2%	
3130-02 · Inspection Fees	4,165.00	15,000.00	27.8%	
3130-03 · Motor Vehicle Licenses	865.00	1,900.00	45.5%	
3130-05 · Other Planning & Permits	33,411.25	25,000.00	133.6%	
<b>Total 3130 · PERMITS, FEES &amp; LICENSES</b>	<b>40,341.25</b>	<b>46,400.00</b>	<b>86.9%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	52,194.17	50,000.00	104.4%	<i>collections up to June 30, 2020</i>
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>52,194.17</b>	<b>50,000.00</b>	<b>104.4%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/MML Investment	12,726.17			
3150-02 · Interest on Bank Deposit	4,098.49			
3150-03 · Interest on Bank Deposits	8,709.75	8,000.00	108.9%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>25,534.41</b>	<b>8,000.00</b>	<b>319.2%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-01 · Suite 200 Stronger Fitness LLC	9,111.63	7,183.65	126.8%	
3151-02 · 15026 Suite 210 Body Mind	6,202.28	4,648.01	133.4%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	3,168.00	95.5%	
3151-04 · Suite 210 LF Security	9,827.60	7,460.25	131.7%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.3%	
3151-06 · Suite 204 MAC-ISA	6,300.00	5,512.50	114.3%	
3151-07 · Haymarket Church Suite 206	32,592.00	32,592.00	100.0%	
3151-08 · 15020 Washington Realty	50,562.00	46,679.11	108.3%	
3151-09 · 15026 Copper Cricket	20,851.32	20,851.32	100.0%	
3151-10 · The Very Thing For Her	11,090.00	33,534.00	33.1%	
3151-11 · Cupcake Heaven and Café LLC	21,436.00	0.00	100.0%	
3151-90 · Town Hall Rental Income	300.00	0.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>171,664.33</b>	<b>166,077.81</b>	<b>103.4%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	49.01	0.00	100.0%	
<b>3160-01 · Public Safety</b>				
3160-02 · Donation/Grants	12,835.50	3,000.00	427.9%	
3160-03 · VDOT Detail	3,008.75	3,008.75	100.0%	<i>Reimbursement for detail work regarding road paving on Jefferson St &amp; Old Carolina</i>
3160-04 · Sponsorships	6,500.00	7,000.00	92.9%	
3160-01 · Public Safety - Other	48,350.00	0.00	100.0%	<i>Laney Group security detail revenue (will be appropriated in June)</i>

TOWN OF HAYMARKET  
Revenue Expenditures Actual To-Date vs Annual Budget  
July 2019 through June 2020

Total 3160-01 · Public Safety	70,694.25	13,008.75	543.4%
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>70,743.26</b>	<b>13,008.75</b>	<b>543.8%</b>
<b>3165 · REVENUE - TOWN EVENTS</b>			
3165-01 · Revenue - Town Events	71,154.63	87,683.20	81.2%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>71,154.63</b>	<b>87,683.20</b>	<b>81.2%</b>
<b>3170 · HISTORICAL FUND</b>			
3170-01 · Historical Fund	0.00	4,262.02	0.0%
<b>Total 3170 · HISTORICAL FUND</b>	<b>0.00</b>	<b>4,262.02</b>	<b>0.0%</b>
<b>3180 · MISCELLANEOUS</b>			
3180-01 · Citations & Accident Reports	135.00	1,000.00	13.5%
3180-02 · Vetern Banners	72.00	0.00	100.0%
3180-03 · Miscellaneous	2,048.80	0.00	100.0%
<b>3190 · SALE OF SALVAGE &amp; SURPLUS</b>			
3190-01 · Public Safety - Surplus Sales	4,776.95	4,776.95	4,776.95
<b>Total 3190 · Sale of Salvage &amp; Surplus</b>	<b>4,776.95</b>	<b>4,776.95</b>	<b>4,776.95</b>
3180 · Miscellaneous - Other	174.98	0.00	100.0%
<b>Total 3180 · MISCELLANEOUS</b>	<b>7,207.73</b>	<b>5,776.95</b>	<b>124.8%</b>
<b>3200 · REVENUE FROM COMMONWEALTH</b>			
3200-02 · 599 Law Enforcement Grant	31,548.00	30,364.00	103.9% <i>Payment #4 of 4</i>
3200-04 · Car Rental Reimbursement	1,648.01	6,500.00	25.4%
3200-05 · Communications Tax	103,807.47	117,000.00	88.7% <i>collections up to June 30, 2020</i>
3200-06 · Department of Fire Programs	10,000.00		
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,349.52	1,500.00	90.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>166,979.97</b>	<b>173,991.00</b>	<b>96.0%</b>
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>			
3300-01 · DMV Transp Safety Grant	5,506.82	6,000.00	91.8%
3300 · REVENUE FROM FEDERAL GOVERNMENT - O	87,796.27	250,000.00	35.1%
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>93,303.09</b>	<b>256,000.00</b>	<b>36.4%</b>
<b>3500 · Reserve Funds For CIP</b>	<b>0.00</b>	<b>300,000.00</b>	<b>0.0%</b>
<b>4000 · Carry-Over Surplus</b>	<b>0.00</b>	<b>139,500.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>2,557,308.98</b>	<b>3,019,740.73</b>	<b>84.7%</b>
<b>Gross Profit</b>	<b>2,557,308.98</b>	<b>3,019,740.73</b>	<b>84.7%</b>
<b>Expense</b>			
<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111001 · Convention & Education	662.80	5,000.00	13.3%
111002 · FICA/Medicare	1,109.26	2,000.00	55.5%
111003 · Meals and Lodging	0.00	2,000.00	0.0%
111004 · Mileage Allowance	237.80	250.00	95.1%
111005 · Salaries & Wages - Regular	14,500.00	32,100.00	45.2%
111006 · Town Elections	0.00	3,200.00	0.0%
<b>Total 11100 · TOWN COUNCIL</b>	<b>16,509.86</b>	<b>44,550.00</b>	<b>37.1%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	247,273.29	284,000.00	87.1%
1211003 · Salaries/Wages - Part Time	24,384.00	50,000.00	48.8%
1211000 · Salaries/Wages - Hazard Pay	5,680.00	0.00	100.0%
1211004 · FICA/Medicare	20,167.08	24,257.00	83.1%
1211005 · VRS	28,362.50	31,862.00	89.0%
1211006 · Health Insurance	35,695.12	59,195.00	60.3%
1211007 · Life Insurance	3,256.98	3,852.00	84.6%
1211008 · Disability Insurance	1,491.95	2,631.00	56.7%
1211009 · Unemployment Insurance	3,649.07	2,363.00	154.4%
1211010 · Worker's Compensation	200.00	553.00	36.2%
1211011 · Gen Property/Liability Ins.	13,802.00	14,665.00	94.1%
1211012 · Accounting Services	7,536.63	8,000.00	94.2%
1211013 · Cigarette Tax Administration	5,274.74	5,500.00	95.9%
1211014 · Printing & Binding	8,464.87	8,925.00	94.8%
1211015 · Advertising	8,050.96	12,000.00	67.1%
1211016 · Computer, Internet & Website Svc	22,465.91	23,650.00	95.0%

TOWN OF HAYMARKET  
Revenue Expenditures Actual To-Date vs Annual Budget  
July 2019 through June 2020

1211017 · Postage	3,424.37	4,000.00	85.6%
1211018 · Telecommunications	5,959.64	6,000.00	99.3%
1211019 · Mileage Allowance	265.64	500.00	53.1%
1211020 · Meals & Lodging	2,587.07	6,000.00	43.1%
1211021 · Convention & Education	3,220.49	10,000.00	32.2%
1211022 · Miscellaneous	766.97	1,000.00	76.7%
1211024 · Books, Dues & Subscriptions	16,376.23	16,000.00	102.4%
1211025 · Office Supplies	6,562.79	6,500.00	101.0%
1211026 · Equipment Rental	4,377.69	4,075.00	107.4%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>479,295.99</b>	<b>585,528.00</b>	<b>81.9%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	72,610.96	73,000.00	99.5%
<b>Total 12210 · LEGAL SERVICES</b>	<b>72,610.96</b>	<b>73,000.00</b>	<b>99.5%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	14,550.00	16,000.00	90.9%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,550.00</b>	<b>16,000.00</b>	<b>90.9%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>582,966.81</b>	<b>719,078.00</b>	<b>81.1%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	375,153.16	424,457.00	88.4%
3110003 · Salaries & Wages - OT Premium	26,407.02	34,000.00	77.7%
3110004 · Salaries & Wages - Holiday Pay	17,701.92	14,000.00	126.4%
3110005 · Salaries & Wages - Part Time	40,155.00	20,000.00	200.8%
3110006 · Salaries & Wages - VDOT	2,900.94	3,008.75	96.4%
3110007 · Salaries & Wages - DMV Grant	8,346.47	0.00	100.0%
3110008 · Salaries & Wages - Laney Detail	48,302.80	0.00	100.0%
3110009 · Salaries & Wages - Hazard Pay	16,193.00	0.00	100.0%
3110020 · FICA/MEDICARE	40,490.66	32,471.00	124.7%
3110021 · VRS	39,282.67	45,884.00	85.6%
3110022 · Health Insurance	67,664.15	73,375.20	92.2%
3110023 · Life Insurance	5,222.73	5,560.00	93.9%
3110024 · Disability Insurance	2,303.13	2,500.00	92.1%
3110025 · Unemployment Insurance	4,082.00	2,180.00	187.2%
3110026 · Workers' Compensation Insurance	12,309.00	12,964.00	94.9%
3110027 · Line of Duty Act Insurance	4,969.00	5,000.00	99.4%
3110028 · Legal Services	18,945.80	24,000.00	78.9%
3110032 · Computer, Internet & Website	11,133.57	14,000.00	79.5%
3110033 · Postage	5.19	300.00	1.7%
3110034 · Telecommunications	10,054.10	10,000.00	100.5%
3110035 · General Prop Ins (Vehicles)	3,072.00	3,075.00	99.9%
3110038 · Convention & Edu. (Training)	4,728.40	4,500.00	105.1%
3110039 · Miscellaneous	1,353.92	1,000.00	135.4%
3110040 · Annual Dues & Subscriptions	12,945.09	12,138.00	106.6%
3110041 · Office Supplies	6,280.96	6,000.00	104.7%
3110042 · Vehicle Fuels	17,791.40	16,000.00	111.2%
3110043 · Vehicle Maintenance/Supplies	11,691.48	11,000.00	106.3%
3110045 · Uniforms & Police Supplies	50,052.61	41,638.95	120.2%
3110046 · Community Events	12,338.89	12,000.00	102.8%
3110047 · Donation Expenditure	9,457.50	3,000.00	315.3%
3110049 · Grant Expenditures	2,006.30	6,000.00	33.4%
3110050 · Insurance Pass-Through	67.13	0.00	100.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>883,407.99</b>	<b>840,051.90</b>	<b>105.2%</b>
<b>34100 · BUILDING OFFICIAL</b>			
3410001 · Erosion & Sedimentation Ins.	4,654.20	30,000.00	15.5%

*charges up to June 30, 2020; Includes some planning reviews that are pass throughs to the developer/contractor, \$6,339.10 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected*

*New Town detail which is being paid by Laney Group*



TOWN OF HAYMARKET  
Revenue Expenditures Actual To-Date vs Annual Budget  
July 2019 through June 2020

Total 34100 · BUILDING OFFICIAL	4,654.20	30,000.00	15.5%
Total 03 · PUBLIC SAFETY	888,062.19	870,051.90	102.1%
04 · PUBLIC WORKS			
4110001 · Town Public Works	16,958.39	50,680.20	33.5%
4110002 · Street Beautification - HF	0.00	4,262.02	0.0%
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	79,144.20	78,789.80	100.5%
Total 43200 · REFUSE COLLECTION	79,144.20	78,789.80	100.5%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	72,396.70	55,000.00	131.6%
4310002 · Maint Svc Contract-Pest Control	1,290.00	2,000.00	64.5%
4310003 · Maint Svc Contract-Landscaping	32,332.74	35,000.00	92.4%
4310004 · Maint Svc Contract Snow Removal	35.88	7,000.00	0.5%
4310005 · Maint Svc Cont- Street Cleaning	5,940.00	3,000.00	198.0%
4310007 · Electric/Gas Services	15,139.92	15,000.00	100.9%
4310008 · Electrical Services-Streetlight	4,534.08	5,500.00	82.4%
4310009 · Water & Sewer Services	1,696.30	2,000.00	84.8%
4310010 · Janitorial Supplies	410.41	1,000.00	41.0%
4310011 · Real Estate Taxes	816.84	4,000.00	20.4%
Total 43100 · MAINT OF 15000 Wash St./Grounds	134,592.87	129,500.00	103.9%
Total 04 · PUBLIC WORKS	230,695.46	263,232.02	87.6%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	44,935.00	58,504.96	76.8%
Total 70000 · HAYMARKET COMMUNITY PARK	44,935.00	58,504.96	76.8%
71110 · EVENTS			
7111001 · Advertising - Events	13,087.60	0.00	100.0%
7111003 · Contractural Services	58,183.61	87,683.20	66.4%
Total 71110 · EVENTS	71,271.21	87,683.20	81.3%
72200 · MUSEUM			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	1,624.12	2,200.00	73.8%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%
Total 72200 · MUSEUM	2,024.12	5,150.00	39.3%
Total 07 · PARKS, REC & CULTURAL	118,230.33	151,338.16	78.1%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,365.00	5,670.00	24.1%
8110002 · FICA/Medicare	100.98	500.00	20.2%
8110003 · Consultants - Engineer	24,590.99	50,000.00	49.2%
8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
Total 81100 · PLANNING COMMISSION	26,056.97	97,170.00	26.8%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,605.00	7,830.00	20.5%
8111002 · FICA/Medicare	98.67	850.00	11.6%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,703.67	8,680.00	19.6%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	500.00	0.0%
8111102 · FICA / Medicare	0.00	98.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,575.00	0.0%

*charges up to June 30, 2020; \$7,336.25 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected*

TOWN OF HAYMARKET  
Revenue Expenditures Actual To-Date vs Annual Budget  
July 2019 through June 2020

Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	27,760.64	108,023.00	25.7%
<b>09 · NON-DEPARTMENTAL</b>			
90000 · BB&T Tax Overpayment Refund	32,594.00	32,594.00	100.0%
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	177,402.92	186,925.65	94.9%
9510005 · Capital Lease Pmt - Principal	31,592.38	31,592.00	100.0%
Total 95100 · DEBT SERVICE	208,995.30	218,517.65	95.6%
Total 09 · NON-DEPARTMENTAL	241,589.30	218,517.65	110.6%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	87,796.27	500,000.00	17.6%
<i>Jefferson Project invoices (submitted for reimbursement)</i>			
<b>94105 · PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	0.03		
Total EMPLOYEE BENEFITS	0.03		
Total 94105 · PERSONNEL	0.03		
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410602 · Construction (Renovations)	138,273.52	139,500.00	99.1%
<i>Project is complete</i>			
Total 94106 · TOWN CENTER MASTER PLAN	138,273.52	139,500.00	99.1%
94107 · BLIGHT MITIGATION	2,595.00	50,000.00	5.2%
Total Expense	2,317,969.55	3,019,740.73	76.8%
<b>Net Ordinary Income</b>	<b>239,339.43</b>	<b>0.00</b>	<b>100.0%</b>

Town Planner Task List June 2020

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>							
Fence Application	6660 Fayette Street	Emily	7/8/2020	ARB Approved with Conditions	7/22/2020	7/22/2020	ARB granted approval for the fence application for 6660 Fayette Street. The homeowner requested to build a board on board fence along the sides of the property with a gate on either side of the home. The fence will stay behind the rear of the main (original) house structure.
Haymarket Hotel Venture, LLC - Architectural Elevations	Payne Lane Property	Emily	8/1/2019	Approved			The Haymarket Hotel Venture, LLC group submitted the architectural elevation plans for the proposed Hotel to be located on the former Payne Lane Development. The Board discussed in depth the materials for the building and architectural features. All features of the Haymarket Hotel Project have been approved as of November 20, 2019. UPDATE: The Hotel Venture group has demolished the last remaining structure on the property. They are working through the building department for permitting. UPDATE: Applicant will receive the Building Permits on 7/29/2020. Applicant will proceed with bonding with the Town to receive the Grace Permit.
ARB Bylaws and Historic Guideline Updates	The Architectural Review Board has approved their By-Laws at the June 2020 meeting. Staff will work with the new ARB Liaison and the Town Council to determine the next steps for the By-Laws and to start the Guideline updates						
ARB Members and Appointments	The Architectural Review Board welcomed three new members this month; Suzi Luersen, Sheridan King and Rochelle Utz. Mrs. Sheridan King was nominated for the Chair position, she will serve as chairwoman for the next year. Mrs. Suzi Luersen was nominated for the Vice Chair position, she will serve as vice-chairwoman for the next year. Mr. Aayush Kharel will continue to serve as the Liaison to the Architectural Review Board from the Planning Commission. Mr. Marchant Schneider will continue to serve as the Liaison to the Architectural Review Board from the Town Council.						
<b>Board of Zoning Appeals</b>							
<b>No Activity for July 2020</b>							
<b>Planning Commission</b>							
SUP#2019-001	Williams Holdings, 6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	3/1/2019		Unknown		The applicant has posted the parcels for sale to include the Special Use Permit. No site plan has been submitted or discussed at this point in time
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	2/1/2019	PC Approval	May-19		Applicant has submitted the As-Builts for review by the Engineer and Planner. Awaiting review comment from the Town Engineer.
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	The Final Site Plan has been signed, awaiting bonding on the property prior to work beginning. UPDATE: Property Owner met with Mayor Ken Luersen, Marchant Schneider and Town Planner to discuss the current status of the project and the next steps forward.
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant will be submitting their site plan in the June/July timeframe. Applicant has submitted a Boundary Line Adjustment for review, 7-1-2020
QBE Application	14600 Washington St	Emily/Katie					Applicant has submitted two SUP applications; 2020-001 for a drive-thru and 2020-002 for 30 residential condominiums, as well as a proffer amendment. The Application was submitted June 1. The application was heard at a Joint Public Hearing on June 29, 2020 by the PC and the TC. Application was sent to a work session on July 20, 2020 with the PC. Town Staff has scheduled a meeting with the applicant to discuss the Town concerns -- July 7, at 3:00 pm UPDATE: Planning Commission and Staff discussed the Proffer Amendment application at the July 20th Meeting. The applicant has amended the application and resubmitted. Staff will review the application and update Council on the next steps forward.
Comprehensive Plan	Staff will work on a Comprehensive Plan draft to submit to the Planning Commission in October						

Attachment: Town Planner Report June for July 2020 (4599 : Town Planner Report)

Town received a One-Mile review packet for Village Place at Gainesville Technology Park, documents will be forwarded to the Town Council and the Planning Commission

**Staff**

Pardo House, 14881 Washington St	Staff has advertised the property per the blight ordinance in the local paper.
Rt 15/ Railroad Tracks	PWC has requested a Resolution of support for the planned project at Rt 15 and the Railroad Tracks. Paolo Belita will be in attendance for the Town Council Meeting on July 6, 2020 UPDATE: an updated resolution will be presented to the Town Council on August 3rd for approval
Checklist & Forms	Staff will work on these application updates and provide drafts in September for discussion and approval
Newsletter	Working with Vice Mayor TracyLynn to complete the draft newsletter for the August 3rd meeting. Requesting Town Council take a photo on August 3rd for the Newsletter. Newsletter will be sent out on August 4th.
Museum	Working with Vice Mayor and the Town Manager to discuss the Museum plan and logisitics for Fall 2020. Will present Council with updates from the work session discussion.
Ornament	Reached out to homeowner of the McCormick House to request several photographs and historic information on the structure. Will contact the ChemArt Company to work on the design of the ornament
<b>New/Old Business Updates</b>	
Cupcake Heaven	6630 Jefferson St Cupcake Heaven has opened in their new space, 6630 Jefferson Street, the Hulfish House
Parrando's	15125 Washington St. A New Business has started the process to pull building permits to do a tenant fit-out in the Bloom Building, previous Cupcake Heaven space. The applicant has started the JOE Program with the County

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Pedestrian Improvements Project	Katie	7/14/2014	7/28/2020	Columbia Gas			-Construction completion on hold due to Columbia Gas line conflict with storm drain connection -Remaining work includes installing final pipe runs, asphalt mill/overlay and surface restoration, installing traffic detector loops, install asphalt for shared use path, restore driveway entrances, restore concrete sidewalk, pipe inspections and misc. site clean up items -First pay request submitted to Town for payment
Morais - Aroma II	Katie/Emily	1/15/2019	7/9/2020	Katie			-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20
6675 Fayette Street	Katie/Emily	6/6/2018	7/8/2020	N/A			-Construction complete. -As-builts submitted 4/10/20 for bond release. Approved 6/1/20 -Minor site plan for patio approved 6/22/20 for 6675. Minor site plan for patio approved 7/8/20 for 6777.

Attachment: 2020-07 Jul Engineer's Reports\_KMM (4600 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	4/17/2020	Applicant			-Conditional approval 12/16/19. Waiting on outside agency approvals. Provided E&S approval letter to DEQ
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant			-Engineering review comments provided 3/4/20
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant			-Final approval signatures 11/21/19 -Bonds to be posted

Attachment: 2020-07 Jul Engineer's Reports\_KMM (4600 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Low Activity Projects</b>							
Jeffreson/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
McDonalds	Katie/Emily	2/12/2019	4/10/2019	Applicant			-Minor Engineering comments provided 4/10/19 -PC conditionally approved plan 4/22/19
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	2/13/2019	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

Attachment: 2020-07 Jul Engineer's Reports\_KMM (4600 : Town Engineer Report)