

**TOWN OF HAYMARKET, VA.
Chartered in 1799
County of Prince William**

MAYOR

John R. Kapp

ATTORNEY

John Arledge, Smith & Davenport

COUNCIL

James Shepard, Vice Mayor

Nancy Bailey, PC Chair/Liaison

Tom Utz, Bldg. Official Liaison

Mary Lou Scarbrough, ARB Liaison

Doug Mohr, PD Liaison (absent)

Pam Stutz, Hist Comm. Liaison

Mayor Kapp opened the continuation meeting at 7:00 p.m.

Teaching the Basics, 15026 Washington Street

Peter Gatchell, parent of two children who attend the school Back 2 Basics, states the school is now under the leadership of St. Paul's Episcopal Church.

Mayor Kapp states he put the electricity in the towns name but Rev. Jones agreed to pay the bill. There are four electric meters.

Councilman Utz commends the parents for their effort. He says council should review the precedent we established with the grocery store. He believes we are forced to stay that course. Mayor Kapp asked Atty Arledge if we can waive the business license application fee. Atty Arledge says you would have to adopt an ordinance to except non-profit schools. Council can not waive the fee without an exception to the ordinance.

Councilwoman Stutz asks regarding the rent increase, does the 5% affect the \$1500 lease amount or when it reverts to \$1800. Mr. Gatchell wants it at \$1500 so they won't have a huge increase. Councilwoman Stutz asks what the capacity of students is. Terri Karnes states at thirty six students they are at break even. Councilwoman Stutz agrees with Councilman Utz about waiving rent. She would like to see a threshold point to begin paying rent in arrears and a sliding scale.

Councilwoman Stutz asks regarding the building maintenance; to what extent of work do they intend to do. Rev. Dickerson says plumbing, heating, water heater, pipe breaking, electric switches, they would take care of. Councilwoman Stutz asks what is the fee for a business license. \$30 is the fee.

Councilman Utz asks from a legal standpoint, what about required permits, checks and balances. Rev. Dickerson says a tradesman would do the work, their parents have volunteered their trade services. Mayor Kapp says the building inspector would have to inspect the work.

Councilwoman Bailey states to Ms. Karnes that Mr. Lowery said the facility is okay for first grade but some upgrades had to be done. Mr. Lowery did an inspection, Ms. Karnes states, and Mr. Lowery allowed first grade for up to six students. Atty Arledge says on leases, council has discretion; on taxes you are locked into unless you provide a code section for it.

Councilwoman Scarbrough would like a copy of their budget to see where they were and what they plan. Ms. Karnes says the budget is expected to be adopted at the board meeting Tuesday night.

Councilwoman Stutz states we don't have a lease at the present time, they are on a month to month basis. Mr. Gatchell will bring back a payment schedule and budget showing prior years and current plan. Councilwoman Stutz wants to see the building maintenance defined as a listing. Councilwoman Stutz requests this information go to the clerk by Friday morning.

Christmas party

Sunday, Dec. 9, 5 p.m. at town hall, 6 p.m. at St. Paul's parish hall. Ms. Heard has invitations completed. The Historical Commission is hand delivering them to the residents and businesses. Ms. Heard has decorations for windows and wreaths. The Historical Commission wants to purchase a live tree to be planted in the town hall park. Mr. Lowery will be the Santa. Mrs. Leonard is donating hot cider. Mountain View Elementary fifth grade choir will sing. Roz Langlois will play music at the town hall and parish hall. Christine Barringer is donating cider and cookies for the town hall. They have 100 bags of candy for kids.

Councilwoman Bailey asked Ms. Heard to talk to Richard Bird about bringing Santa on the fire truck. Ms. Karnes asked if the party is for town residents only. Councilwoman Stutz says no, we have the businesses too.

Museum

In January Tom Lyons, Handcrafted Homes, will start the renovations.

Clerks computers

Mayor Kapp says Robin has been out of a computer for nine weeks. Councilwoman Bailey says we need a company to come in and service our computers. Atty Arledge says council can make a resolution that Councilman Mohr return all town computers and software to the town hall and a council member could go pick it up.

Councilwoman Stutz moved to spend up to \$2000 to buy two new computer towers for deputy and town clerk plus look into a service contract, second by Councilwoman Bailey. This would come from the equipment budget. Vice Mayor Shepard to purchase equipment with Mr. & Ms. Heard. Ayes: Stutz, Bailey, Scarbrough, Utz, Shepard. Nays: None. Motion carried by 5/0 vote. Councilwoman Scarbrough to try to get the software from Councilman Mohr.

Town Center Property

Flooring - Mayor Kapp talked to six different carpet places, five do not carry carpet tile which you can't use on steps and it is more expensive to buy and install. Mayor Kapp states the recommendation is to put good commercial carpet in offices and the council bench platform and wood laminate flooring on the rest.

Councilwoman Stutz states she talked to her person at Peterson who does not suggest using laminate as it will scratch. He recommends if you want wood to use real hardwood. He says no to carpet tile as the color changes for replacement pieces. He recommended to tile the floor over the asbestos tiles, not to remove the asbestos tiles as it is very expensive; and to either use all

carpet or all tile-do not combine the two.

Councilwoman Scarbrough states the carpet is better acoustically. Mayor Kapp suggests to carpet all except the entry to be in tile and main floor in laminate.

Councilwoman Stutz asked about different square footage on each bid 1,240 AJ Carpet, 1,420 on Colvin Carpets. Mayor Kapp says they each measured it themselves. Councilwoman Stutz says there is no floor preparation charge listed. She wants to know what it is. Mayor Kapp says there would be floor clean up and a few places that need to be floated. Councilwoman Stutz asks for wear and tear durability. There is a 10 year limited year. AJ Carpet total is \$2.35 s.f.= \$6,918.40 total, Colvin Carpet \$1.77 s.f.= \$5,210.88 total. Council would like to see more samples and floor preparation fee. Council would like tile from entry to the break at clerks office wall and tile in kitchen and bathroom, the rest in carpet.

Mayor Kapp states he has a meeting with Mike, ceiling man, who will charge \$3,150 labor, Lowe's material \$3,000, drop ceiling total estimate \$6,150.

Councilwoman Stutz says council decided they would move CAH to the back, they got a bid for \$15,000. Mike Puckett wants to open an office and he wants the CAH space - he offered to take space with no rent, he would renovate to office space and make it habitable. We can only do for one year, council can not guarantee the space to him after the year since we may want to put CAH there. Councilwoman Stutz states she spoke with Kelly who said she would stay where she is. Councilwoman Stutz states Kelly has moved back into some of the space [she was directed to vacate].

Councilwoman Stutz showed Clay the corner of Washington/Jefferson Street for a tailor shop, he will fix the broken corner stone and do improvements for \$275 a month rent. He will take out the blocked window and fix it, replace the carpet and fix the electricity. Kelly offered the tailor to use her bathroom. Councilwoman Stutz asked that the town pay for carpet which Clay would install, A/C which he talked about hanging from the ceiling, he will install. The space is about 270 s.f.

Councilwoman Stutz move to approve tailor space 15000 Washington St., second by Councilman Utz. Ayes: Stutz, Bailey, Scarbrough, Utz, Shepard. Nays: None. Motion carried by 5/0 vote.

Mike Puckett, contractor, CAH space for one year and will renovate to two offices, open two windows, interior work, floor and foundation work. Vice Mayor Shepard asks whether he would do the work before he moved in. Councilwoman Stutz says Mike would have to talk to Mr. Lowery, write up work he would perform and make it part of the lease. Councilwoman Scarbrough so moved, second by Councilwoman Bailey. Ayes: Stutz, Bailey, Scarbrough, Utz, Shepard. Nays: None. Motion carried by 5/0 vote.

Historical Commission

Mayor Kapp says Historical Commission would like to use one of the other three rooms behind the grocery store. Councilwoman Stutz says #5 is clean, #4 Kelly has stuff in it. Mayor states this would be for temporary use until the old town hall is renovated. Ms. Heard will not put the

computer in there. Councilwoman Stutz to take off leaseable space list.

Town Center

Ceiling Tiles, \$2,444 (grid work & ceiling tile 2' x 2' material \$2.16 each) #918 Armstrong. Councilwoman Stutz moved to approve #918 Armstrong with install bid \$3,160 with Mike Puckett, contractor, charged to capital improvements budget for town hall, already allocated, second by Councilwoman Scarbrough. Ayes: Stutz, Bailey, Scarbrough, Utz, Shepard. Nays: None. Motion carried by 5/0 vote.

2002 Town Tags

Councilman Utz moved to approve white background with red trim, second by Councilwoman Bailey. The Clerk was asked to order two vice mayor tags. Ayes: Stutz, Bailey, Scarbrough, Utz, Shepard. Nays: None. Motion carried by 5/0 vote.

15175 Washington Street

Councilman Utz states he saw gravel parking installed in front of Century Stair, a major gravel area. Councilwoman Bailey to handle.

Town Center, 15018 Wash. St.

The only thing left to do upstairs, in the bathroom, is the door handles for the bathrooms.

Street lighting

Councilman Utz thinks council should review our lighting requirements for Food Lion as the lights are not sufficient. We need to amend the code to provide sufficient lighting. Councilwoman Stutz asked if the owner requested it. Councilman Utz states no. Councilwoman Bailey states Mr. Leaberry showed council an illumination chart, we went by what was needed. Atty Arledge says this is a building code requirement. Sent to the PC.

Town Event sign

Councilman Utz asked about the town event sign for Route 15. Mayor Kapp says someone is lettering it.

Town Hall communication box

Councilman Utz talked about moving the communication box GTE put in the front yard of the town hall. Councilwoman Stutz states they have an easement requirement.

15020 Washington Street, Red Rooster building renovation

Councilwoman Stutz states all bids are not back yet. She asked Mayor Kapp to have the Historical Commission look for a grant for help with renovation. Dame Construction is one bidder, Mike Puckett is looking for someone for a bid. Mayor Kapp suggested she contact Greco Remodelers. Councilwoman Stutz states council needs to put up boards around the outside of the building for rodent control.

Town Center property sale

Councilwoman Scarbrough states she was approached by someone who wants to know if the town will sell the property. Mayor Kapp states he has had two people ask him. Council is interested if the town can have the town hall portion in perpetuity.

Street Scape

Councilwoman Bailey states we have \$330,000 (the \$250,000 for phase IA and the \$80,000 we just received) for the street scape and she moved to pay it toward the loan. Councilwoman Stutz asks if we can do that. Councilwoman Bailey states VDOT does not specify the use. Mayor Kapp says we have to be careful of what ISTEA cost us; the curb and storm water is not covered.

Vice Mayor Shepard asks if this is in lieu of doing the next phase. Councilwoman Bailey suggests to postpone the next phase. The Clerk says there is about \$223,000 in grant funds available.

Atty Arledge says the Burgess & Niple bill issue is up to an engineer, it is not so much a legal issue of the contract.

Councilwoman Bailey thinks council should build up cash reserves. The Clerk is to get current figures from VDOT.

Town Center - gray house

Dolly Anderson is in the gray house without a lease. Atty Arledge says we need to write her a letter as she is trespassing. Councilwoman Stutz states Alan Gossom offered to take a lease and credit application to Dolly for completion.

Town Engineer

Councilwoman Stutz states Mr. Payne should not be representing Mr. Russo's rezoning application and the town. Atty Arledge states it is a conflict.

New business interest - Foster's Grill, 15175 Washington St.- palm reader 14890 Wash St

Councilwoman Bailey states she has been contacted by Foster's Grill. He is interested in purchasing the property in front of Century Stair. She suggested he come to council on Monday night. He proposes a "Hot Shoppes" style with drive up service.

She has also been contacted by a palm reader, tarot card reader who would like to open a store to sell candles, books, crystals and do her reading. Mayor Kapp states it is not a permitted use in the ordinance. Councilman Bailey says she can sell her retail in B-1 district.

Restaurant use in I-1 district

Councilwoman Bailey states there is no restaurant use permitted in I-1 district currently. She thinks we should allow that use. Sent to the PC.

Town Center potential tenant

Mayor Kapp states a real estate man called him about a coffee shop in the hardware store. Mayor Kapp says since council said no commissions he did not pursue it. Councilwoman Stutz corrected him that council said no exclusive listing.

ISTEA grant application

Mayor Kapp states it is ISTEA time. He spoke with Julie at Burgess & Niple to tell her the council will do it in-house this year. It is just an update of the numbers. Mayor Kapp spoke to the county to put it on their agenda for their vote of support.

Councilman Utz asked about Councilwoman Bailey's idea to take ISTE A money and pay off the loan and postpone the next phase. Why would we apply for another grant. Councilwoman Stutz says you never want to get out of the loop on grants.

Public Hearing zoning text amendments July 2, 2001

1.) Parking, 2.) Definitions, 3.) R-1 Sec. 12-37(10), 4.) R-1 Sec. 12-37 (14), 5. R-2. Councilwoman Scarbrough moved to adopt items one through 14, second by Vice Mayor Shepard. Ayes: Stutz, Bailey, Scarbrough, Utz, Shepard. Nays: None. Motion carried by 5/0 vote.

Items 16 and 17 withdraw.

Mayor Kapp asks Councilwoman Bailey for a list of any additional zoning text amendments not adopted. Councilwoman Bailey to e-mail these to Atty Arledge.

Spring Festival & Haymarket Day 2001 finance report

Mayor Kapp wants these reports. The Clerk states Mr. Robinson of the Foundation has these reports.

Spring Festival application has been in the council packet since before Haymarket Day.

Brick Sidewalks-snow removal

Council determined urea-potassium chloride is good for melting ice and is good for the grass too. Councilwoman Scarbrough states she submitted a contract for snow removal in August and got no response. Councilwoman Stutz states they had a contractor for Longstreet Commons. She will ask for a bid from them.

Jinn/Bang sublease of 15010 Washington St., grocery store

Atty Arledge states he needs administrative fee. The clerk states \$575 for town meeting.

Rezoning 14845 and 14851 Washington Streets

Applicant asked for a refund of fee since the land record is faulty and will not work for him. Councilwoman Stutz suggests keep \$50 plus engineer expense.

ISTEA brick planters

Mayor Kapp says a brick person said to get bricks with holes in them instead of solid bricks. Councilwoman Stutz noted there are utility markings on the street. Mayor Kapp said they are for planters in town and a mark for town event sign on Route 15.

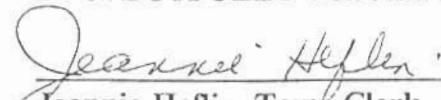
Code Draft Review

Atty Arledge says the numbering [of the new draft] is not as important as long as the comparative table is correct. Councilwoman Stutz suggests to hire a paralegal to come in and check the code. Councilwoman Scarbrough moved to approve, second by Vice Mayor Shepard. From the legal budget line item. Atty Arledge will send someone from Smith & Davenport. Tabled.

Adjournment


Council adjourned at 10:00 p.m.

RESPECTFULLY SUBMITTED:



Jeannie Heflin, Town Clerk

APPROVED:



John R. Kapp, Mayor

tc112601