



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 23, 2021

7:00 PM

Council Chambers

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

Mayor Kenneth Luersen called the meeting to order.

I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Absent, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Agenda Items

1. Strategic Initiative: Mayor Luersen, Lead - 60 Minutes

Mayor Luersen shared that he has been doing a meeting on Friday's that gets local town officials together to discuss individual town concerns. He stated that one of the biggest concern brought to the meeting is that with the office terms of the elected officials some history could get lost just from one election especially if there a complete turn over. He stated also that the visions of the previous Council could get lost without any clear documentation. The Mayor stated that he sent the Council a draft of the Town's strategic initiative for review so that the Council will have a direct course of action and prioritize projects with relation to the funds available and to provide a clear vision for the next Council so that they can continue on with projects that were set into motion. The Council discussed the document, asked questions and gave several suggestions. Mayor Luersen stated that this is a working document to be edited again in November so that come time for the new budget season there will be a clear direction on the projects Council has decided to move forward on and the funds associated with each project. There was a suggestion to have a Town Hall type meeting to get citizen input on strategic planning for the Town.

2. Organizational Structure with Job Descriptions: Mayor Luersen, Lead - 45 Minutes

Mayor Luersen lead the discussion on the Organizational Chart of the current status and what the Town will need based on the strategic initiative. The Council discussed the each section of the department and who is the head of each section. The Council also discussed how the chart would be developed or changed to meet the needs in the future with additional employees and contracts based on projects and particularly the increased demand of the DMV Select office. There was also a discussion on who the Police Chief would report to. There was a suggestion to group the category by function and to have staff input on the chart to be effective for the Town. There was also a short discussion of a community development liaison. Councilwoman Ramirez stated that she would like to assume that role. The purpose would be to get the community roundtable for input. The Council asked for staff input on the organizational structure. Town Manager Coon stated that he would like to discuss it a staff meeting and then come back with a recommendation.

3. Core Values Discussion: Councilman Pasanello, Lead - 15 Minutes

Councilman Pasanello lead the conversation of the core values. There was a short discussion on the subject. The Council decided to discuss the Core Values at the next strategic meeting. After the discussion, the Council took a short recess before continuing on the agenda.

4. Break/Stretch - 15 Minutes

5. Town Projects Q&A: Town Engineer McDaniels, Lead - 20 Minutes

Town Engineer Katie McDaniel provided a written report on each requested potential project; the Jefferson Street turn lane, the Town Center project, and the sidewalk to finish off the street scape improvements in front of the Town Park. Town Planner Emily Lockhart provided information on the storm water and design project costs for the sidewalk project on the report. Town Manager Coon stated that he had a meeting scheduled with VDOT regarding the grant application for the sidewalk project. Mr. Coon stated that he instructed VDOT to move forward

with the design and possible engineering. Mr. Coon stated that he would have additional information for the meeting on August 31st. There was also a short discussion on a turn lane. Ms. McDaniel stated that the turn lane was not part of the estimate but could have that added. There was a discussion to proceed with at least the engineering phase of the sidewalk project and determine a timeline on when the project would start. Ms. McDaniel stated that with design and engineering, the start date of Spring 2022 would be aggressive. She stated that it would take likely a year to get started on the project. The Council discussed the three projects with Ms. McDaniel. She stated that the Town Center project handles the storm water management for the Jefferson Street turn lane. In order to construct the turn lane on Jefferson Street, the Town would need to do the storm water management piece of the Town Center first. There was also a discussion on the storm water management issues on both sides of Fayette Street and the possible use of the ARPA funds to resolve the problem. Ms. Lockhart stated that she had a site visit with a contractor. Ms. Lockhart shared the information with the Council from the contractor. A discussion followed on using the ARPA funds for fixing the infrastructure on Fayette Street. The Council continued discussion on the sidewalk project in front of the Town Park. Town Treasurer Roberto Gonzalez provided financial information associated with each project. Mr. Gonzalez stated that the sidewalk project could be completed without acquiring any loans. He also stated that if Council decided to proceed with the sidewalk project, an RFP would need to be sent out which is the reason why Ms. McDaniel stated that a year start would be an aggressive move. The Council asked Ms. McDaniel the cons and projected timeline on the sidewalk project and town center project. The Council asked Ms. McDaniel if she would recommend a design or a design build RFP. Ms. McDaniel responded that she would recommend a design build RFP.

Without objection, the Town Council directed the staff to proceed with the design and build RFP on sidewalk project and finish design on the Town Center project. Town Manager Coon stated that staff would be able to provide the RFP information by the October work session with a vote by the November regular meeting.

6. Strategic Planning for ARPA Funds

At this time, Town Manager Chris Coon asked if the Council would consider allowing Miles Friedman to give a presentation on the Cares Act and ARPA funding prior to discussion on the CIP priorities. Mr. Friedman gave his presentation on economic development for Haymarket using ARPA and Cares Act funding. There was also a presentation on marketing for the Town. After a short discussion, the Town Council gave directive for Mr. Friedman give Town Manager Chris Coon a list of items applicable to the Town that could be used with ARPA funds. A discussion followed on fiscal responsibility with using ARPA funds being that it is one time funding with ongoing expenses. There was a lengthy discussion on the services offered and contract associated with Cares Act funding and general fees. There was also a discussion on the fees associated with the ARPA contract. Mr. Friedman and his partner provided detailed information on both contracts and how they could be used. Mr. Friedman stated that he could provide Mr. Coon with a list of items applicable to the Town for the Council to consider.

7. CIP Priorities/American Rescue Plan: Town Treasurer Gonzalez, Lead - 60 Minutes

Town Treasurer Gonzalez provided the Council with financial information on the CIP projects that have been discussed earlier. In regards to the ARPA funding, Mr. Gonzalez stated that without the final rulings, he would advise the Council to wait until those findings come in. He shared that most jurisdictions are looking at infrastructure. The Council asked Mr. Gonzalez's recommendation on which project to proceed with. Mr. Gonzalez stated that the Town is in good condition to start with the engineering and design of the sidewalk project from the surplus. Mr. Gonzalez continued to provide information on the Town Center project. He stated that to bring the Town Center to completion along with the sidewalk, the Town would need to obtain a loan. He did state however, the design of the Town Center could be completed. Mr. Gonzalez recommended using \$95k to finish off the Town Center engineering and \$150K for the streetscape project from the carry over surplus. A discussion followed on Mr. Gonzalez's recommendation.

8. Discuss Communication and Timetable for Community Input - 10 Minutes

There was a discussion on how the Town Council would get information out to the community on what was discussed at the meetings in order to remain transparent and involving the community for feedback. There were suggestions using different social media pushes and using QR codes for citizens to use to provide their input. There was also a suggestion of using tablets or QR codes at the Town booth on Haymarket Day to get citizen and community input. Town

Treasurer Gonzalez suggested to inform the community as to why the decisions were made on the projects instead of asking input since there was already a directive to proceed with the RFP for the sidewalk and to finish the engineering design on the Town Center. The decision was to put clarified information in the quarterly newsletter as to the projects the Council has gone forward with.

9. Timeline to Final Product and Next Steps: Mayor Luersen, Lead - 10 Minutes

There was a short discussion on the next steps for the projects discussed earlier.

III. Adjournment

With no other discussion, the Town Council agreed to adjourn the meeting.

