



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, January 29, 2024

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

In accordance with Virginia State Code 2.2-3708.3 (B) 1 and the Town of Haymarket's adopted remote participation policy, Councilmember Pasanello attended the meeting remotely from his home through electronic communication means due to my ongoing medical condition preventing him from physically attending the meeting.

Council Member Marchant Schneider: Present, Council Member Joe Pasanello: Remote, Councilman Matthew Gallagher: Present, Vice Mayor TracyLynn Pater: Present, Council Member Alexander Beyene: Present, Council Member Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

II. Pledge of Allegiance

Mayor Ken Luersen invited everyone to stand for the Pledge of Allegiance.

After the Pledge, Mayor Luersen asked to add snow removal policy to the agenda. There were no objections and the item was added.

III. Agenda Items

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez shared that the Town received the corrected cigarette tax revenue. He shared that December's payment was underpaid. But that the payment is now caught up. A short discussion followed on the subject. There was also a discussion regarding the interruption of trash service and if the company would do an adjusted bill. Mr. Gonzalez shared there is a scheduled meeting with trash companies to discuss the RFP for trash services and that he can have that discussion with the current contractor.

A short discussion ensued on some line items within the monthly report. There was a continued conversation on the Trash Service RFP. Town Manager Emily Kyriazi shared important information that was put into the RFP and the history of the current trash contract.

2. Resolution 2024-001: Budget Amendment

Town Treasurer Roberto Gonzalez shared his staff report on the details of the budget amendment coming before a public hearing at the next regular monthly meeting. He shared that the biggest item on the amendment was the park sidewalk. He shared that after speaking with the Town Engineer, the park sidewalk should be completed by the end of this fiscal year. He stated that this is why he budgeted for the full contract amount plus a contingency to be safe, per the advice from the Town Engineer. He stated that he will be using ARPA funds for this project. A short discussion on that line item. There was also a discussion on the Town Centre master plan using ARPA funds.

Town Treasurer Gonzalez went over each line item that will be adjusted through the amendment. There were questions on some of the line items such as the Police Department DMV Grant line item, revenue on the sale of Police Department vehicle, and the event coordinator position going from part time to full time. Town Manager Emily Kyriazi gave a detailed description of the full time position responsibilities. There was a short discussion on hours and scheduling. Mrs. Kyriazi stated that the position would have a seasonal schedule since one of the responsibilities would be incorporate the Farmer's Market season. There was a short discussion on when the position would become full time and how it would be funded. After the short discussion, Town Treasurer Roberto Gonzalez continued on with the line items on the budget amendment.

After he finished going over the line items on the budget amendment, Mr. Gonzalez stated that this budget amendment would go to a public hearing at the next Town Council meeting.

3. Board of Zoning Appeals Nomination

Town Clerk Kim Henry stated that Mr. Dan Magill's seat on the Board of Zoning Appeals was expiring on January 1, 2024. She provided an application from Mr. Magill stating that he was interested in serving another 5 year term, which was in the agenda packet. A short discussion followed on the nomination to re-appoint Mr. Magill.

There was a consensus of the Town Council to move the snow policy next on the agenda.

4. Snow Policy

Town Manager Emily Kyriazi stated that the Town had 2 back to back snow events and that she understands the frustrations of those in the community. She stated that she worked with the Town Maintenance employee to reach out to the contractor who normally does a good job at cleaning the sidewalks after snow events. She stated that when she signed the contract in the fall, the contractor would be responsible for clearing of the sidewalks on the Washington Street corridor and Town owned parking lots. She shared that the contractor was operating on how the Town used to communicate with them regarding sidewalk snow removal by calling to initiate the clearing of the sidewalks, however it was not stated in the contract. Mrs. Kyriazi stated that this communication has been resolved. Town Manager Kyriazi stated that she would like to make a proposal for a snow policy moving forward. She stated that she would like to work it into the next budget that the Town take care of the snow removal along Washington Street and the shared use path on Jefferson Street. She stated that she would need Council support and an allocation of funds in order to work with the Town Attorney to sort through the streetscape project files to determine what the Town would be responsible for. A discussion followed on the subject. Town Manager Emily Kyriazi stated that she would bring this item back to the February Work Session with estimated costs and a draft policy for Council review. A discussion continued on the costs from the recent snow events and estimates going forward.

5. Ordinance 2024-001: Mobile Food Establishment Ordinance Discussion

Town Treasurer Roberto Gonzalez shared that the draft ordinance is being reviewed by the Town Attorney and should have it back by the end of the week in time for the public hearing. He shared that the subject was part of the discussion at the last Business Roundtable meeting. Mr. Gonzalez shared that there was positive feedback from the business owners at the meeting. There was a discussion on the number of food trucks permitted and the time that they would be allowed to operate. There was also a discussion the days permitted, as well. There was also a discussion on the ordinance that addresses proper parking. Town Manager Emily Kyriazi shared that each business would be going through a zoning application process and that she and Town Planner Thomas Britt would review the application to ensure that there is adequate parking available. She also stated that this summer would be a pilot program where the Council can learn as to what works and change things that didn't work. A discussion followed on the process of determination on allowable parking spaces through a zoning permit application by the property owner. There was a question on whether the Town Council could make any additional edits after the public hearing.

After the discussion, the Town Council took a short recess before proceeding to the Strategic Planning Work Session.

6. Strategic Planning Work Session: 2024 Priority List

After a short recess, Town Manager Emily Kyriazi lead the discussion on the strategic planning work session. She stated that this would be short term goals and provided the Council with a document that was published by a Virginia Tech professor on Council strategic planning. She stated some of items that she would like to cover at this meeting was 1. identify priorities; 2. determining the capacity load to set numerical importance with financial, administrative and leadership playing the roles; 3. prioritize the projects; 4. timeline; and 5. set steps for action. She stated what she would like Council to be aware of in the discussion is the current work load of the staff so they can understand the administrative capacities. She shared the current large items that staff is working on besides the day to day operations. Mrs. Kyriazi shared items that staff proposed as top priorities. The priorities listed were finishing the Town Park sidewalk construction, the demolition of the Town Park building and beginning the process of the pavilion and bathrooms at the Park and a public parking lot for the community to use. Circling back to the Town Park plans, Mrs. Kyriazi suggested that the Council hire a consultant to do a community engagement charrette. She shared that the event would be held at the park. She continued to state that the Council would also give input to the consultant as to what they

envison at the park. She also suggested partnering with a Town Business that could sponsor it by possibly providing ice cream or a food truck in order of making it a community event that would draw people to the park. A short discussion followed on this subject. At this time, Mrs. Kyriazi asked the Town Council to individually give their top priorities. The top three priorities listed were Town Park as the number 1 priority, public parking as the second priority and the Town Center as the third priority. Mrs. Kyriazi shared that she and Chief Sibert met with VDOT regarding crosswalks and pedestrian safety. She shared that she will give a full report at the next regular monthly meeting. There was a discussion on next steps and for Town Manager Kyriazi provide a report from the evening's discussion at the next regular monthly meeting.

IV. Adjournment

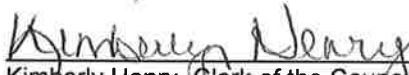
With no further business before the Town Council, Councilmember Ramirez moved to adjourn with a second by Vice Mayor Pater. The motion carried.

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Ramirez, Council Member
SECONDER:	TracyLynn Pater, Vice Mayor
AYES:	Schneider, Pasanello, Gallagher, Pater, Beyene, Ramirez

Submitted:

Approved:



 Kimberly Henry, Clerk of the Council



 Kenneth Luersen, Mayor

