



TOWN COUNCIL – WORK SESSION MEETING

Monday, June 30, 2025 at 7:00 PM

Council Chambers – 15000 Washington St., STE 100 Haymarket, VA 20169

<http://www.townofhaymarket.org/>

DRAFT MINUTES

I. CALL TO ORDER

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

Mayor TracyLynn Pater called the meeting to order.

PRESENT

Mayor TracyLynn Pater
Vice Mayor Matthew Gallagher
Councilmember Joe Pasanello
Councilmember Mary Ramirez
Councilmember Alexander Beyene
Councilmember Ken Luersen
Councilmember Justin Baker

II. PLEDGE OF ALLEGIANCE

Mayor Pater invited everyone to stand for the Pledge of Allegiance.

III. TOWN MANAGER'S REPORT

Town Manager Emily Kyriazi shared that the staff is trying a new format. She shared going forward that she and Chief of Police Sibert will be giving a verbal monthly report at the Monthly Work Sessions. She stated that this gives the Council an opportunity to ask questions so that she and the Chief can come back at the Regular meeting with answers. She asked for directive if Council would like the written report in the Work Session agenda or remain as part of the Consent Agenda in the Regular meeting agenda. Mrs. Kyriazi gave updates on the Town Park sidewalk RFP and the request feature on the GoGov app has been implemented. She also shared that the storm water grant has been finalized and has gone through and that she is scheduling a kick off meeting. She shared that she will try and have more information by the following week's regular monthly meeting. There was a question about the scope of work. Mrs. Kyriazi updated the Council on the project and stated that the scope of work has changed. She stated that the focus is now a portion of North Fayette Street and South Fayette/Jefferson Street.

She provided additional information from her report regarding the RFP for the park pavilion and the RFP for the Compensation Study. She shared on the success of the last Business Roundtable meeting and information on the Mayor's message videos that will be on the Town's facebook page and other social media platforms. She asked for any ideas from the Council on future videos. Mrs. Kyriazi shared that she was contacted by a concerning parent about the possibility of her daughter being covered in ticks after visiting the Town Park. Mrs. Kyriazi shared that staff looked into the complaint and found that the insects were not ticks but weevils which looks a lot like a tick. There was a short discussion on the subject and a suggestion to see if Prince William County will dust landscaped areas. Also there was a concern brought up about a citizen being charged a fee to use the County landfill. After a discussion on the subject, Town Manager Kyriazi stated that she

would follow up with Prince William County and have an answer at the next Town Council meeting. Town Manager Kyriazi continued with her report sharing additional information on the Town Center site plan. She shared that she had a meeting with the architect who originally drew up the interior plans. She stated that it was a productive meeting and will be bringing cost estimates to the Council at a future meeting. She also shared that she is working with the Town Engineer on exterior plans and pricing for the site work. She continued with Planning and Zoning updates stating that there will be a demolition permit application coming before the Architectural Review Board. She also shared that the owners of Graystone Companies will be at the Planning Commission to discuss their concept at 14600 Washington Street. Mrs. Kyriazi shared that since they were at the Town Council meeting, they have met with staff and VDOT on a traffic impact study. She also shared that the staff asked about a round about at the entrance point of Greenhill Crossing and the QBE property and if it would assist in traffic mitigation.

Mrs. Kyriazi also gave an update on the upcoming Town Events and sponsorships. She accredited the Town Events Coordinator on her hard work. She shared that the Government Open House was a huge success. Mrs. Kyriazi gave updates on the building of a new Town website. Discussion followed on the subject. Mrs. Kyriazi highlighted 2 new businesses coming to Haymarket; My Habidasher - a custom men's clothing boutique and Italia Performing Arts. She concluded her report by encouraging the Council to contact her if they would need additional information on items discussed for the next meeting.

IV. AGENDA ITEMS

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez asked for any questions on monthly financial report that he presented. There were questions on the monthly report regarding real estate tax assessment and the transient occupancy tax. Mr. Gonzalez shared that the Town will end the year in the black. He provided some updated numbers on the meals tax line item and business license tax. He shared that the finance liaisons will need to discuss some of the investments at their July 16th liaison meeting. A discussion ensued on the transient occupancy tax and tourism. There was also a discussion on the fire program funds and the purchase made from the fire department.

2. Planning Commission Re-appointment

Town Clerk Kim Henry gave a brief update on the re-appointment of Jerome Gonzalez to the Planning Commission. She shared that Mr. Gonzalez has served as chairman since January and that he expressed an interest to continue his service on the Planning Commission. Ms. Henry shared that she will put this item on the regular monthly meeting agenda for Council consideration.

3. Planning Commission Vacancy

Town Clerk Kim Henry shared that she received a resignation letter from Pankaj Singla on June 17th with his resignation effective immediately. Ms. Henry shared that she posted the vacancy on the Town's website and social media platforms. She shared that she has received two applications of interest. Ms. Henry introduced one of the applicants at this evening's meeting for Council to meet and ask any questions.

Mr. Jeff Kress addressed the Town Council by sharing his interest in vacancy. He shared that he does similar tasks by serving on his community HOA board. He answered several questions from the Council. The Council directed Ms. Henry to make a note of the questions asked so that they could use the same questions for the other applicant who will attend the July 7th meeting.

4. Draft Code of Ethics

Town Clerk Kim Henry provided a draft clean version of the Code of Ethics. Ms. Henry also provided the original Code of Ethics. She shared that the Planning Commission provided comments as well as the Architectural Review Board. Ms. Henry shared that there was a discussion to shorten the Code of Ethics to a one page document. She has for a directive to proceed with creating a one page document.

5. RFP for Town Park Design

Town Manager Emly Kyriazi presented the complete RFP for the Town Park pavilion and restroom facilities. She asked that the Council take the week to review the document and make any requested edits for discussion. She stated that she would like comments back for the next regular monthly meeting. Mrs. Kyriazi gave a timeline for review from the Town Attorney and posting the RFP. She opened the floor for any discussions or questions. She stated that she will reference past minutes that the design would mimic the original house structure so that it is added to the scope of work. A discussion followed on the scope of work requirements. A discussion followed on the design of the restroom facilities and water fountains or bottle filling station and if it would be open during the off season and climate controlled facilities in the summer and the cost of the possibility of a year round facility. The Council directed Mrs. Kyriazi to visit other parks and the facilities in the area for comparisons. There was also a discussion on a preliminary phase of design and having a joint meeting with the Architectural Review Board in the near future. There was also a short discussion on the preliminary engineering. Mrs. Kyriazi stated that the landscape architecture, what the building itself will look like and the entry/exit points on the property will look like will be included in the engineering phase. The Council discussed the master plan of the property and what the design of the pavilion in relation to the other things planned for the property. Mrs. Kyriazi agreed that in the design of the building there should be other factors such as parking and other elements to the property. Mrs. Kyriazi continued to state that to make good on a promise Council made a few months ago, they are putting together an RFP for a pavilion without considering the master plan for the property. She stated that Council is only looking at one element of it with the planning of the pavilion, as promised, but not considering all the other elements, like an amphitheater or open play fields and walking trails. She suggested that Council still work on the RFP but also work the engineering of the master plan. After the discussion, Mrs. Kyriazi suggested that she draft an RFP for just the architectural design of the pavilion and a RFP for master plan of the park simultaneously. A discussion followed on Mrs. Kyriazi's suggestion. The Council asked for Mrs. Kyriazi to integrate some of their ideas and come back with a revised RFP.

6. RFP for Compensation Plan

Town Manager Emily Kyriazi presented the RFP for a Compensation Study. She shared that the RFP was utilized from another jurisdiction and tailored to the Town's needs and expectations. Mrs. Kyriazi opened the dialogue with the Council. She shared that the Council will need to decide who the review party will be for the opening of the bids. There was a discussion about having two members of Council to act as the liaisons for this process. Mrs. Kyriazi asked for the Council to review the document and she will contact the Town Attorney with the suggestions made at this meeting. Councilmember Pasanello stated that he would need to "canoodle" on the job descriptions throughout the week and come back with suggestions.

7. Strategic Plan Update and Discussion

Town Manager Emily Kyriazi presented the adopted Strategic Plan for Council to do a six month recap on accomplishments and focus areas. She said she still plans on incorporating the initiative related to the topic on the administration monthly report. She said that she would like to have another meeting with Stephanie Davis from Virginia Tech in the fall to make sure the

Council is still on track and establish priorities for the year. She said she would also like to incorporate the plan into the FY27 budget process with Ms. Davis' input. A short discussion followed. There was a discussion to incorporate an assessment management inventory of the buildings as a priority. Mrs. Kyriazi stated that she could check with Ms. Davis on referrals for college interns that would be available to do a study. Mrs. Kyriazi asked for Council to discuss their 6 month and 1 year priority from the strategic plan at the next meeting.

8. Town Hall Site Plan Status Update

Town Manager Emily Kyriazi shared that she had a meeting with the architect that originally drafted the building plans for Town Hall. She stated that the plans will need to be updated because of a change in software programs and iterations to the building codes since the plans were originally drafted. She shared that she will be bringing a price estimates to the finance liaisons at their next meeting. As for the outside plans, she shared that she reached out to two firms to give a price estimate update and will be bringing those estimates to finance. She stated that she hopes to have pricing for both inside and outside projects by the end of summer to share with the Town Council. Mrs. Kyriazi stated that she would like input from the Town Council and the ARB to get the elements for the front facade for the front of the Town Hall building reaffirmed. She asked for direction in holding a joint meeting.

V. ADJOURNMENT

With no further business before the Town Council, Councilmember Ramirez moved to adjourn seconded by Councilmember Luersen. The motion carried.

Motion made by Councilmember Ramirez, Seconded by Councilmember Luersen.

Voting Yea: Vice Mayor Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Beyene, Councilmember Luersen, Councilmember Baker