



# TOWN COUNCIL PUBLIC HEARING/WORK SESSION MEETING

Monday, July 29, 2024 at 6:00 PM

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

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

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## DRAFT MINUTES

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### I. CALL TO ORDER

A Work Session of the Mayor and Council of the Town of Haymarket, VA was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

#### PRESENT

Mayor Ken Luersen

Vice Mayor Tracylynn Pater

Councilmember Alexander Beyene arrived late

Councilmember Matthew Gallagher

Councilmember Joe Pasanello

Councilmember Mary Ramirez

Councilmember Marchant Schneider

### II. PLEDGE OF ALLEGIANCE

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

### III. PRESENTATION: STEVE MULROY - VML/VACO FINANCE

Town Manager Emily Kyriazi introduced Steve Mulroy from VML/VACO finance and invited him to the podium to discuss the Town's financial well being and suggestions for upcoming ideas and what the Town's debt capacity would be. Mr. Mulroy shared that one of VML/VACO services that they provide is to take a look at credit profiles. He stated that he has met with staff and that Haymarket's financial credit profile, the projects in the CIP and funding sources whether through cash or debt financing. Mr. Mulroy gave a brief presentation showing how Haymarket compares financially to its peers and how much funding is available for the CIP projects. Mr. Mulroy also showed Haymarket's population growth and economy prior to and after the pandemic. He showed that Haymarket's population has grown ever so slightly in 2022 and is showing a steady increase in population. He showed the Income per capita compared to neighboring jurisdictions with comparative population. He stated that Haymarket shows well comparatively. He also shared the increase of Haymarket's assessed value in real estate. He stated that the Town of Haymarket's economy is solid compared to local jurisdictions and the State. He also showed that Haymarket's revenue is strong and continues to trend upward. He showed the growth rate for Haymarket and stated that the growth and revenues are very positive over the past 3 years as compared to their peers. He showed the source of revenue for the Town is the meals tax. And that the Town's real estate tax revenue is on the low end and stated that real estate tax is the more stable source of revenue. He also showed that Haymarket is on the low end of expenditures on Capital projects. He showed an increase on the available fund balance for Haymarket and that the reserves are very healthy. Mr. Mulroy proceeded by showing a decrease in the Town's outstanding debt

obligation which gives a lot of flexibility in how the Town approaches new projects. After going over the credit profile of the Town, he continued onto the Town's Capital Projects grouping them into equipment projects such as Town Centre property, Police Department cameras and Security system at the park and capital projects such as Washington Street Beautification, Town Center property, Town Signage, the website and park. He grouped funding of both into 2 year increments. He presented two scenarios for funding the projects. Mr. Mulroy also provided the projected available fund balance. In summary, Mr. Mulroy stated the strengths the Town has with strong economic indicators, strong financial performance and strong position vs. leverage vs the areas of potential concerns with declining population, relatively small population and reliance on meals tax. He gave his recommendations using a mix of cash and debt to fund capital projects, prioritizing using cash for capital projects over equipment, using equipment lease purchase financing, or excess cash if available, for equipment purchases, and maintain strong credit profile, preserve healthy General Fund Balance relative to GF expenses and consider maintaining a ratio of 75%.

At this time, there was a question and answer period from the Town Council to Mr. Mulroy and staff on fund balance, taxes, availability for funding the projects and bonds versus loans. There was a question as to the next steps. Mayor Luersen stated that the Town Council should have a strategic planning meeting and make decisions on the CIP. Town Manager Emily Kyriazi stated that she would like to have a meeting with a strategic planning consultant. She stated that she just would need availability of the Council to proceed.

#### **IV. PUBLIC HEARING**

1. Public Notice

Town Clerk Kim Henry read the public notice for this evening's public hearings.

2. Public Hearing I - Snow Removal Policy

There were no citizens present wishing to comment on this public hearing item.

3. Public Hearing II - Comprehensive Plan Amendments

There were no citizens present wishing to comment on this public hearing item.

4. Public Hearing III - Zoning Text Amendment

There were no citizens present wishing to comment on this public hearing item.

5. Public Hearing IV - FY25 Budget Amendment

There were no citizens present wishing to comment on this public hearing item.

With no citizen comments on any of the public hearing items, Mayor Luersen closed the public hearing.

#### **V. AGENDA ITEMS**

1. Monthly Financial Report

Town Treasurer Roberto Gonzalez gave the monthly report. He stated that since this is the beginning of the fiscal year, the financials look like the Town is in the negative with expenses exceeding revenues. He shared that it will change once real estate taxes are sent out. He also shared that at the next meeting he will give an unaudited FY24 end of year report.

## 2. CIP Updates

Town Treasurer Roberto Gonzalez stated that this item is basically to inform the Town Council that the Police Department message board was not purchased in FY24. He shared that the department would like to purchase it now in FY25. There was a question to Chief Sibert about the potential offsets on the purchase of the trailer. Chief Sibert provided additional information on the purchase of the trailer and the benefits. He stated that he would offset the purchase of the smaller trailer by selling the large message board that is not advantageous to the Town. A short discussion followed on selling the large message board. The Council gave a directive for Chief Sibert to proceed with obtaining a quote on the new message board trailer and start to start the process in selling the large message board.

## 3. Resolution #2024-004: Amendment to definition of Historic Resources in the Haymarket Comprehensive Plan

Town Planner Thomas Britt shared that the resolution is an update to the Comprehensive Plan changing the date of historic resources from 50 years to 1950. A short discussion followed. This item will be on the regular monthly meeting agenda for adoption.

## 4. Ordinance #2024-002: Plat Notation requirements in the Town of Haymarket's Zoning Ordinance

Town Planner Thomas Britt shared that in order to be compliant with the Chesapeake Bay Preservation Act, he needed to make some adjustments to the Subdivision Section of the Zoning Ordinance by adding specific plat notation requirements. A short discussion followed. This item will be on the regular monthly meeting agenda for adoption.

## 5. Ordinance #2024-003: Snow Removal Policy

Town Manager Emily Kyriazi shared that she reached out to the citizens who had concerns during the past winter to follow up and provide them with the draft policy. She stated that she did not receive any comments back. A discussion followed on providing the map through the Go Gov app, the website and social media so that the citizens can reference. Mrs. Kyriazi stated that this item will be moved to the regular monthly meeting for adoption. She continued to state once adopted, the policy would be sent to Municode which would be added to the Town Code. Mrs. Kyriazi stated that internally the staff would develop a guideline to when the public would be notified, when staff would start the removal and when would the contractor be called out. A short discussion followed.

## 6. Resolution #2024-005: VDOT Project Additions to Secondary Route - Kapp Way

Town Manager Emily Kyriazi shared that this project was a hold over from VDOT from 2017. She stated that VDOT needs a resolution passed by the Town Council identifying Kapp Valley Way as a secondary route and will be accepted into the VDOT roadway network and serviced by VDOT. A discussion followed and this item will be on the regular monthly agenda for adoption.

## 7. Resolution #2024-006: Budget Amendment for FY25

Town Treasurer Roberto Gonzalez shared that the monies for the sidewalk was not spent in FY24. He stated that the budget amendment is to pay for the sidewalk construction using the ARPA funds. There was a discussion on the sidewalk construction and the safety measures that will be taken during Haymarket Day. This item will be on the regular monthly agenda for adoption.

## 8. Special Events Ordinance

Town Manager Emily Kyriazi shared that in recent weeks when the Haymarket Day application was sent, there were several businesses that did not like the fees the Town was charging and decided that they would like to do their own event the same day as Haymarket Day. She stated that staff referred to Outdoor Event Chapter 15 of the Town Code. She recited the Code where it states that an event cannot be held on the same day as a Town sponsored event. She said that during the review, she noticed that the Chapter needs to be cleaned up and some items added, such as public safety. She stated that the Ordinance was last passed in 2015 and a lot has changed over the years. She asked the Council review the Code section and come back with any edits that they may have. She continued to state that she would be working with staff and Chief Sibert on the concerns that they may have and provide an updated security plan. A discussion followed on the subject.

## 9. Go Gov App: Communication

Town Manager Emily Kyriazi gave an update on the GoGov. App. She shared that Event Coordinator Julia Crofford has been doing a great job with running the app. She also stated that Ms. Crofford reached out to the company on the request for the citizens to communicate on the app. She stated that there needs to be a central contact and how the messages would be delegating who would receive any particular topic. She provided the cost for this upgraded service. She shared that she will give the final numbers to the Finance Liaisons at the next meeting to determine where they could pull the funds from. There was further discussion on how the communication would be handled through the app. There was also a question on how many people are using the app. Mrs. Kyriazi stated that Ms. Crofford should have that number available at the next Town Council meeting. There was also a suggestion that staff make sure that the site is securely protected by a third party. A question was raised if this platform would replace or add to the other platforms that the Town uses. Mrs. Kyriazi stated that this would be in addition to the other platforms that the Town uses. Councilmember Gallagher stated that he feels this is just another option of the communication plan that the Town has been working for. He stated that he has been preparing a communication plan framework and will have it ready to present at the August Work Session.

## 10. Military Banner Program Information and Discussion

Deputy Town Clerk Alexandra Elswick shared that the Town has had a lot of interest in the program. She shared that she has not been able to find any details or application from the previous time the Town did this. She shared that she has checked other localities and their perimeters. She asked for direction from the Town Council on how they would like to proceed. A discussion followed on the application process and a rotation schedule, if needed. There was a suggestion to have everything ready to go live first thing in 2025. There was also a question about the material. Ms. Elswick shared that the company stated that they would be using premium vinyl. There was also a discussion on who would be responsible to replace if the banner was to be damaged. Councilmember Pasanello shared that this is a partnership with the family and everybody has a stake in it. He stated that we provide the service and the labor on displaying the banner, the family would need to replace the banner, if damaged by the elements. Mayor Luersen stated that he liked what has been gathered so far but felt that there is still a lot of details that need to be put in place prior to opening up the application process. Town Attorney Olaun Simmons provided his concerns on the project and the Town's responsibility – a product liability issue. There was a direction from the Town Council to come back with a sample application, a draft of the rules and responsibility, the approval process, and a tracking process on the orders.

## 11. Trash Service Update - Upgrading Trash Toters

Town Manager Emily Kyriazi shared that Republic Services have picked up their dumpsters at the back of the Town Hall building. However, she also stated that staff has been notified from several citizens that Republic did not pick up the toters at their property. Mrs. Kyriazi shared that Town Maintenance Supervisor Matt Burrows have gone to those properties and have picked up the toters and is storing them while staff tries to reach out to Republic Services on obtaining them. She also has shared that there has been a request from some citizens about receiving a larger trash toter from American Disposal, the new trash company. Mrs. Kyriazi shared that the larger bins are on back order. Mrs. Kyriazi asked for direction from the Town Council if the Town should offer the larger bins to all citizens or should those interested contact American and pay the fee for the larger can. There was a discussion on the timeline as to when this would be offered since the trash bins are on back order. Mrs. Kyriazi asked for the Town Council's feedback on the offering a larger tote. A discussion followed with the Town Council split on whether the Town bear the cost or should the customer bear the cost. The Town Council suggested that the staff research the next few weeks on how many residents would like a larger can before deciding on whether the Town should absorb the cost. The Town Council decided also to speak with their neighbors and at the Town events to get the feel on whether the residents would like a larger tote and address the subject at the August Work Session.

## VI. CLOSED SESSION

### 1. Closed Session Motion

**Councilmember Pasanello moved to go into Closed Session Pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with the Police Department. Vice Mayor Pater seconded the motion. The motion carried.**

**Motion made by Councilmember Pasanello, Seconded by Vice Mayor Pater.  
Voting Yea: Vice Mayor Pater, Councilmember Beyene, Councilmember Gallagher,  
Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

### 2. Certification from Closed Session

**Councilmember Pasanello moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

**Motion made by Councilmember Pasanello, Seconded by Vice Mayor Pater.  
Voting Yea: Mayor Luersen, Vice Mayor Pater, Councilmember Beyene, Councilmember Gallagher, Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

**VII. ADJOURNMENT**

**With no further business before the Town Council, Councilmember Pasanello moved to adjourn with a second by Councilmember Gallagher. The motion carried.**

**Motion made by Councilmember Pasanello, Seconded by Councilmember Gallagher.  
Voting Yea: Vice Mayor Pater, Councilmember Beyene, Councilmember Gallagher,  
Councilmember Pasanello, Councilmember Ramirez, Councilmember Schneider**

Submitted:

Approved:

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Kimberly Henry, Clerk of Council

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Kenneth Luersen, Mayor

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