



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

Danielle Kijewski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, September 11, 2017

7:00 PM

Council Chambers

1. Call to Order

2. Invocation - Mr. Jeff Smith, Haymarket Church of Christ

3. Pledge of Allegiance

4. Citizens' Time

5. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Aug 7, 2017 7:00 PM
- B. Mayor and Council - Special Meeting - Aug 31, 2017 7:00 AM

6. Department Reports

- A. Town Planner's Report - Mr. Steve Gyurisin
- B. Town Engineer's Report - Ms. Katie McDaniel
- C. Building Official's Report - Mr. Joseph Barbeau
- D. Police Department Report - Chief Kevin Lands
- E. Business & Community Relations Report - Ms. Denise Andrews
- F. Treasurer's Report - Mr. Roberto Gonzalez
- G. Town Manager's Report - Ms. Kimberly Murray

7. Agenda Items

- 1. Proclamation: Blood Cancer Awareness Month and Lymphoma Awareness Day
- 2. Proclamation: National Suicide Awareness Week
- 3. Appointment: Debra Sprehe as Clerk of Council
- 4. ORD#2017-002: Meals-Tax-Free Weekend
- 5. Discussion Item: VDOT Revenue Sharing Grant Application FY2019-20
- 6. Town Center Project: Proposed Work Session (September 25)

8. Closed Session

- 1. Entrance into Closed Session
- 2. Certification of Closed Session

9. Updates

- 1. Update: Planning Commission
- 2. Update: Architectural Review Board
- 3. Update: Dominion Energy

10. Councilmember Time

- A. John Cole
- B. Susan Edwards
- C. Steve Aitken
- D. Chris Morris
- E. Joe Pasanello
- F. Connor Leake
- G. David Leake

11. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

Danielle Kijewski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, August 7, 2017

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Present, Vice Mayor Joe Pasanello: Absent, Councilwoman Susan Edwards: Absent, Councilman Connor Leake: Absent, Councilman Steve Aitken: Present, Mayor David Leake: Present, Town Manager Kimberly Murray: Present, Clerk of Council Danielle Kijewski: Present, Town Treasurer Roberto Gonzalez: Present, Director of Business & Community Relations Denise Andrews: Present.

2. Invocation: Dr. Mark J. Olson, Haymarket Baptist Church

3. Pledge of Allegiance

4. Citizens' Time

Warren Alonge (6776 Jefferson Street): speaks on behalf of his wife, who was unable to attend, regarding the traffic pattern at St. Michael's Academy, and the Special Use Permit that was approved by the Council at the July 10 Meeting. Mr. Alonge raises the issue of procedure for application review by Members of Council, and of the traffic on Jefferson, and Fayette Streets, and Payne Lane (which could be routed as a one-way street) as a result of the traffic generated by the school. He asks for additional review of the traffic pattern.

5. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Jul 10, 2017 7:00 PM

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Steve Aitken, Councilman
AYES:	John Cole, Chris Morris, Steve Aitken
ABSENT:	Joe Pasanello, Susan Edwards, Connor Leake

6. Department Reports

A. Town Planner's Report - Mr. Steve Gyurisin

In the absence of Interim Town Planner Steve Gyurisin, the Town Manager answers questions in connection with this report.

Mayor Leake asks if there has been an update on Z Properties; Ms. Murray confirms that there has been no further action from the applicant.

Councilman Morris asks if any action has been taken to address the issue of the dumpster at El Vaquero. Ms. Murray says the Town has contacted the property's leasing agent and the restaurant itself, and that the Town Planner is preparing a letter of violation.

B. Town Engineer's Report - Ms. Katie McDaniel

In the absence of Town Engineer Katie McDaniel, the Town Manager takes questions regarding this report.

Minutes Acceptance: Minutes of Aug 7, 2017 7:00 PM (Minutes Acceptance)

Councilman Morris asks if there is any warranty on the existing brickwork in the Town. Ms. Murray confirms that there is usually a warranty of about a year beyond the completion of a brickwork project; after that, maintenance of the brickwork is usually the responsibility of the Town. Mr. Morris asks if the Town is liable in case of a trip hazard; Town Attorney Martin Crim answers that there is some liability if a certain degree of discrepancy exists across the bricks. Mayor Leake suggests some repairs, and Ms. Murray promises to follow up with the Town Engineer.

C. Building Official's Report - Mr. Joseph Barbeau

Ms. Murray notes that the Building Official has issued a 90-day temporary Certificate of Occupancy for the IcePlex, and says that the Town will be notified of the facility's opening to help celebrate. She also says that Building Official Joseph Barbeau will attend the Council's September 11th meeting.

D. Police Department Report - Chief Kevin Lands

In response to the comment made during Citizens' Time, Chief Lands confirms that the Department has followed up with the family in question, and does not believe that it has contributed to any misinformation regarding traffic at St. Michael's Academy.

The Haymarket Police Department attended the Business Community Roundtable hosted by Tobaccology on July 19th, and thanks Mr. Fry for hosting, as well as for his donation to the Department.

QBE Break-In: Officer O'Neal apprehended two thieves robbing the Comex boxes on the property at 2AM; all Town units except one were called in, and eventually a foot pursuit yielded one suspect. That suspect gave information on the other, so the Department continues to work on the case and has charges pending. Chief Lands commends Officer O'Neal for his work to solve this crime.

National Night Out: QBE allowed the Police Department to use the front of its property, and donated all of the amusements for the event as well. The Department bought a tent and gave away 4 bikes in a raffle for the children; representatives of the Prince William County Police Department said that it was the best event they'd attended that day. A lot of community contact was made, and it was a very positive event for all.

This Thursday, the Police Department will host its 4th female self-defense class; it will focus on females going back to school for the fall.

Chief Lands attended a grant workshop, and the Department was awarded a grant that will come into effect in October - it will allow the department to purchase one of three needed radar unites, and new alcohol detection tests.

Phones for the Town: after speaking with a representative from AT&T, Chief learned that most members of the Town staff use less than half of their allotted minutes, so he spoke with the representative to reduce the bill. AT&T won the Federal government's contract for the FirstNet project - under this program, first responders will have priority access to mobile networks during emergency events.

Speed signs: Chief Lands was able to download data from the Town's speed signs, and distributes statistics from the month of July. The signs are paying for themselves in at least two locations.

Councilman Morris asks how batteries are doing on these units; Chief Lands answers that these are solar panels, but at the Mayor's suggestion, he will check with the manufacturers.

In response to Vice-Mayor Pasanello's request, Chief Lands contacted the state's Accreditation Officer, who will try to attend the September 11 meeting and brief Council on the accreditation process.

Officer Highlights:

Chief Lands commends Officer Coire O'Neal for his good job with the aforementioned QBE larceny.

Officer Jason Davis took a job with the Middleburg Police Department, and his last day was 25 July; he served the Town of Haymarket for five years, and the Police Department wishes him luck. Officer Randy Anderson, the Town's part-time officer, will become full-time and transition smoothly into full service with the Department. The Police Department will publish an ad for a part-time officer in the near future, and Chief Lands will be sure to stay within budget.

Councilman Morris asks if the Town invested in any special skills and training for Officer Davis, such as truck inspection certification; Chief Lands says that Department recently invested in such certification for Sergeant Shaver, but not for Officer Davis.

Councilman Cole asks after the Police Department's rate of success in Court proceedings with the County; Chief Lands says that few of the tickets written by Town officers are dismissed. Mr. Cole asks if the traffic on Fayette Street is heavily impacted by St. Michael's Academy; Chief Lands says that the traffic ebbs and flows, but is not excessive.

Mayor Leake asks if the Academy's plan for traffic is being followed; Chief Lands answers that he has not seen a consistent stacking of traffic.

Councilman Aitken asks if house checks are available to any Town resident. Chief Lands answers that it is, and that it has not been so well publicized as he would like; he says that about there are usually about two per week.

Councilman Morris asks what the procedure is for residents who come to the station, when no one from the Police Department is present. Chief Lands explains the video-ring doorbell and the Prince William County dispatch phone. Phone calls are left with voicemails, but the officer on duty checks the voicemail box. He estimates that 90% or better get an immediate response from the video-ring doorbell.

Councilman Morris asks about vehicles making dangerous right and u-turns in front of the SHEETZ and Chick-fil-A. Chief Lands has contacted VDOT, Mayor Leake, and Ms. Murray; temporary measures have been installed. Since the bollards were erected, he has not seen any further illegal turns.

Councilman Morris asks about vehicle sales; Chief Lands says that Ms. Murray will provide that update in her Town Manager's Report.

Mayor Leake asks if Chief Lands has a percentage of what calls are actually related to the Town. Chief Lands says that 30% are related to the Town, and 70% come from Prince William County residents with a Haymarket address.

E. Business & Community Relations Report - Ms. Denise Andrews

School of Rock Ribbon-Cutting Ceremony - this was a wonderful event, attended by Councilmen John Cole and Connor Leake, as well as Vice-Mayor Pasanello who cut the ribbon to open the school building. The School of Rock is a sponsor for this year's Town events, has contributed musical performances to the Health & Fitness Fair and National Night Out, and will contribute performances to Haymarket Day.

Business Roundtable - Ms. Andrews thanks Mr. Brett Fry for hosting this event at his business, Tobaccology. Businesses are excited for Haymarket Day; many vendors for this event come from out of Town, and the Town businesses are very welcoming.

Haymarket Day - applications are still coming in. To date, the Town has secured more than 160 vendors, \$32,600 in vendor booth fees, and over \$18,000 in sponsorships. Applications are continuing to be accepted on a first-come, first-served basis; the Town is also accepting applications for participation in the parade - there are 1,200 participants thus far.

Media Coverage:

4 August *Bull Run Observer*: included a profile of the Town of Haymarket with quotes from the Mayor and Town Manager.

2 August *Gainesville Times*: included an article on the recent sale of the Town's surplus police vehicles.

Upcoming Events:

13 August - the Contemporary Music Center (CMC) will host its summer rock concert recital in @4410; Ms. Andrews will volunteer at the event on behalf of the Town.

Haymarket IcePlex: Ms. Andrews has kept in contact with Ms. Daisy Woods regarding progress on the IcePlex's expansion, and will update Council when she has further information on the opening ceremony.

RX3 and Wellness Solutions: RX3 will have a ribbon-cutting ceremony in the fall, and would love for Council to attend. Ms. Andrews will provide further information as she receives it.

Councilman Morris asks if any extra revenue generated by Haymarket Day is donated to a particular cause - this could be discussed to see if any surplus could go back to serving the community. Ms. Andrews says that this may be the first year that there is a real surplus; Ms. Murray says that it may assist the Town's general financials.

The Farm Brewery at Broad Run, which is running the Haymarket Day Beer Garden, will provide both beer and wine at Haymarket Day.

The next Haymarket Day meeting will take place on Wednesday, 16 August at 12 noon.

F. Treasurer's Report - Mr. Roberto Gonzalez

Mr. Gonzalez' financial reports in the Council's agenda packet go through the end of the last fiscal year (30 June 2017); a few revenues and expenditures are still coming in, and these all will be reconciled before the audit. The Town's contracted accountant will come in to review the accounts with Mr. Gonzalez this Thursday, ahead of the annual audit.

Mr. Gonzalez confirms that there will be a financial meeting on Thursday, 16 August, at 2:00 PM. July's expenditures will be ready for the 11 September meeting.

Mr. Gonzalez pleased to share that the Town events have already raised 70% of their budgetary goal, and thinks that it is on track to exceed last year's. Events' own, separate budgets were not well tracked in the past, and Mr. Gonzalez and Ms. Andrews will keep track so as to make the events as fiscally strong as possible.

G. Town Manager's Report - Ms. Kimberly MurrayVDOT Updates:

The Diverging Diamond Interchange will take place on Tuesday, 22 August at 10:30AM.

Chick-fil-A Retaining Wall: the sealant that was applied to the wall does not make painting a good option. Ms. Murray believes that trailing plants, such as ivy, are still the best option going forward; a black metal fence will be erected on top. Wire fencing is required by VDOT, but Ms. Murray is in touch with them regarding an exception for the Town's historic overlay. Regarding the Fairground wire fence, staff is seeing what the options are, given previous arrangements with the property owner.

Councilman Aitken can understand the limited access fence, but does not think this one makes sense in context, with the sidewalk so near.

VDOT Park-and-Ride: once the contract is awarded, the chosen contractor will present plans to the Town and the County.

VDOT Revenue Sharing: the Town has just received application materials for the upcoming 2-year cycle, which will be due in November. Town Engineer Katie McDaniel will work with the Town Manager and the VDOT project manager - the program requires a 50% match by the Town, but may allow the Town to double its funds toward these projects.

Zoning Map: work on revising the proposed zoning map is ongoing - staff has noticed some errors, and will contact property owners for their input going forward.

Town Updates:

Rotary Club: Ms. Murray spoke at the local chapter of the Rotary Club, with the subject being that "Haymarket's Open for Business." Ms. Murray presented on the Town's business and improvements.

Ms. Murray continues to meet with developers regarding options for the property across the street.

Planner Recruitment: interviews will begin this week, and Mr. Steve Gyurisin will begin to draw back his time spent in the Town.

Councilman Cole asks that any solution to the retaining wall at Chick-fil-A, not make the problem any worse; he does not think that it looks very big and noticeable in the changing context of the land development. He reminds those present of another Town that allowed for the development of a Town Mural on a similar wall. Ms. Murray shares that any planting done for this project will be incorporated into the VDOT landscaping scope.

7. Agenda Items

1. Approval of Bids for the Sale of Surplus Town Vehicles

Discussion:

Mayor Leake is pleased with the response for the vehicles, all of which received bids. Ms. Murray explains how the vehicles were disposed according to the Town's surplus policy, and clarifies changes in winning bids. Ms. Murray will update everyone once the cars' titles are successfully transferred.

Town Attorney Martin Crim confirms that no further action will be required after this motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	John Cole, Councilman
AYES:	John Cole, Chris Morris, Steve Aitken
ABSENT:	Joe Pasanello, Susan Edwards, Connor Leake

2. Appointment: Council Liaison to the Planning Commission

Discussion:

Councilman Cole motions to table the issue until the Council's next meeting. Councilwoman Edwards volunteered, but she is not present at this meeting, and Councilman Morris would like to check that there would be no conflict with Mrs. Edwards' serving thus. Mr. Crim confirms that this would not be a legal issue, and the motion of her appointment is proposed.

RESULT:	ADOPTED [2 TO 1]
MOVER:	Steve Aitken, Councilman
SECONDER:	John Cole, Councilman
AYES:	John Cole, Steve Aitken
NAYS:	Chris Morris
ABSENT:	Joe Pasanello, Susan Edwards, Connor Leake

3. Bond Release: E&S and Landscape Bonds for Alexandra's Keep

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Steve Aitken, Councilman
AYES:	John Cole, Chris Morris, Steve Aitken
ABSENT:	Joe Pasanello, Susan Edwards, Connor Leake

4. Town Center Project Update: Site Plan

Discussion:

Ms. Murray updates the Council on the most recent version of the Town Center's site plan; Rinker Design Associates cannot move forward with such matters as sewer water and E&S without more input from the Council.

Changes suggested: changes in parking, and in access to the site for emergency purposes; changes to the traffic signal should ease traffic.

The Ordinance requires 70 spaces, but the plan (though it has more than are present now), is still short by 9 spaces. Staff feels that an exception could be warranted, since there will be no more occupants using the building and parking lot, than are at present.

Future Use / Potential Sale of Property: if this is a possibility, the plan should include separate water and sewer laterals, going forward.

Plat Configuration: potential shift from 5 parcels to 3. Ms. Murray asks Council for guidance on this matter.

Ms. Murray is meeting with clients to keep them apprised of these changes; she promised to bring forward Chris Howell's comments on his parking spaces and letter of intent to purchase Washington Street Realty if the Town would allow him to do so.

Council Aitken shares his concern about giving Town Hall a zoning exemption for parking that would not be given by right to others. He thinks that this plan has incorporated all feedback and comments very well.

Councilman Cole thinks that 9 more spaces could be found. He likes the front corner of the plan, and says it is just what the Council wanted. He thinks it would be prudent to keep the parcels separate in case of future sales. Ms. Murray confirms that storm-water cost is included within this design.

Councilman Morris shares Councilman Aitken's concern about exemption for the parking spaces, and thinks that parallel parking is an option that might be explored. He asks if the Jefferson Street exit will accommodate 2-way traffic, and Ms. Murray confirms that it is. He says that he likes the plan and thinks that there are good options to move the plan forward.

Ms. Murray clarifies that since these are separate parcels that are sharing parking, the Ordinance is flexible about the options. She would like to discourage putting more spaces in the property's 'front yard.' Councilman Aitken takes this point about the shared parking, but asks if it would still apply if the parcels are sold; Mr. Crim confirms that it would be possible, though would need to be spelled out in the respective easements.

Councilman Aitken asks what the cost would be for separating the water and sewer; Ms. Murray says that she will get back to Council with the answer. The Council confirms that now is the time to make these arrangements.

The Council asks Ms. Murray to look for precedent on the shared parking arrangements, but is comfortable moving forward with exploration of the options, they also would like to accommodate Mr. Howell's request that Washington Street Realty have some parking spaces of its own.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Morris, Councilman
SECONDER:	Steve Aitken, Councilman
AYES:	John Cole, Chris Morris, Steve Aitken
ABSENT:	Joe Pasanello, Susan Edwards, Connor Leake

8. Updates

1. Update: Planning Commission

There is no update at this time.

2. Update: Architectural Review Board

There is no update at this time.

3. Update: Dominion Energy / SCC

Mayor Leake shares that *The Gainesville Times* ran a full-page ad attacking a County Supervisor; the SCC has put the project on hold for further consideration, because of the public outcry.

4. Update: Zoning Map

Staff continues to work on revising the map.

9. Councilmember Time

A. John Cole

Councilman Cole, in response to a resident's question, clarifies that the establishment of a Quiet Zone is not up to the Town; the matter is predicated by a calculated index, and the numbers were thrown off as a result of a tractor-trailer accident a few years ago. The numbers will come back down with time, so long as another accident does not occur.

B. Susan Edwards

[Absent]

C. Steve Aitken

Councilman Aitken has no comments at this time.

D. Chris Morris

Councilman Morris is glad to see Ms. Murray so well recovered, and thanks the Staff for running things well in her absence. He will email Chief for further details on use of the revenue from the sale of the vehicles.

E. Joe Pasanello

[Absent]

F. Connor Leake

[Absent]

G. David Leake

Mayor Leake shares his condolences on the passing of Don Costello. Mayor Leake, Chief Lands, and Ms. Murray attended services for him; he was a great contributor to the Town's business development.

10. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Steve Aitken, Councilman
AYES:	John Cole, Chris Morris, Steve Aitken
ABSENT:	Joe Pasanello, Susan Edwards, Connor Leake

Submitted:

Approved:

Danielle Kijewski, Clerk of Council

David Leake, Mayor

11. Documents Submitted for Inclusion in the Public Record

1. Citizens' Time Sign-In Sheet
2. Email Submitted by Mr. J. Shepard
3. Email Submitted by Vice-Mayor Pasanello
4. Town of Haymarket Speed Data
5. Invitation: VDOT's Opening Ceremony for the I-66 / Route 15 Diverging Diamond Interchange

Minutes Acceptance: Minutes of Aug 7, 2017 7:00 PM (Minutes Acceptance)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

Danielle Kijewski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Thursday, August 31, 2017

7:00 AM

Council Chambers

1. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Present, Vice Mayor Joe Pasanello: Absent, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present, Clerk of Council Danielle Kijewski: Present.

2. Agenda Items

A. Entrance into Closed Session

Move to enter into Closed Session pursuant to 2.2-3711 A:

(1): Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and

(8): Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Morris, Edwards, Leake, Aitken
ABSENT:	Joe Pasanello

B. Certification of Closed Session

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Connor Leake, Councilman
AYES:	Cole, Morris, Edwards, Leake, Aitken
ABSENT:	Joe Pasanello

C. Motion to Implement the Council's Directive as Discussed in Closed Session

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Morris, Edwards, Leake, Aitken
ABSENT:	Joe Pasanello

3. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	John Cole, Councilman
AYES:	Cole, Morris, Edwards, Leake, Aitken
ABSENT:	Joe Pasanello

Minutes Acceptance: Minutes of Aug 31, 2017 7:00 AM (Minutes Acceptance)

Respectfully Submitted:

Approved:

Danielle Kijewski, Clerk of Council

David Leake, Mayor

Minutes Acceptance: Minutes of Aug 31, 2017 7:00 AM (Minutes Acceptance)

Town Planner - August 2017 Town Council Report							
Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Anticipated End Date	Actual End Date	Comments
Architectural Review Board							
#2016-037 (Z Companies) 14941 Wash. St and 6707 Jefferson St.	Steve/Kimberly	12/19/2016	4/19/2017	Applicant			Demolition of two buildings in Town Core. Met w/ applicant and design team, 3/31/17 to resubmit additional materials to ARB for their 4/19/17 meeting. ARB denied demo permits, appealed to TC 5/1 they need to address missing items.
#2016-038 (A Dog's Day Out)	Steve/Kimberly	1/5/2017	3/27/2017	Applicant			ARB heard revisions and approved COA 4/19/17. Site Plan approved. Minor items to go to ARB for signage, lighting and fence details in August or September 2017. Waiting on designer.
Contemporary Music Center	Steve						ARB approved sign design. Sign size is still to be approved. Working with applicant for allowed sign size.
Capitol Sheds	Steve	8/11/2017	8/14/2017		9/20/2017		Will be on next ARB agenda.
Board of Zoning Appeals							
No activity for July or August 2017							
Planning Commission							
Site Plan: A Dog's Day Out	Steve/Katie, Planning Commission	11/21/2016	3/1/2017	Applicant			Final Site Plans approved by Planning Commission in July. Bonding, sight easement underway with staff. August: Addressing zoning issues. Sight easement submitted pending final review. Site Plan appears ready pending these items.
Site Plan: QBE Improvements	Steve/Katie, Planning Commission	1/20/2017	3/1/2017	Applicant			Final Site Plans approved by Planning Commission in June. Awaiting bonding from applicant. Easement Plats submitted for review August 15.
Site Plan: Wood Village, LLC,	Steve/ Katie	8/17/2017	8/21/2017	Applicant	9/4/2017		
Prince William County							
One-Mile Review: John Marshall Commons	Steve/Kimberly	11/1/2016	2/22/2017	Applicant; PWC Staff			Staff has provided comments to PWC planning. Applicant has meet with staff in July to review comments and discuss possible work session with Planning Commission, if needed. August update: Applicant has asked for delay.
Staff							
Overgrown Lawn / Weeds, dumpster issues at El Avcquera	Steve	08/02/2017					Contacted RE company. Will contact property owner.
Shed at Carried to Full Term	Steve		07/31/2017				Researching status of permit applied for previously.
Zoning Ordinance revisions	Steve	07/26/2017					Revisions based on current site plan and zoning permitting reviews to be reviewed and recommended to P/C. August: Continued to update list of items.
P/C walking work session for Washington Street pedestrian planning discussion	Steve, Planning Commission	06/07/2017					Scheduled for September P/C meeting.
Review Zoning Map changes	Steve	07/26/2017					Currently reviewing materials and maps for summary recommendations
Humphrey's Property	Steve						Currently reviewing materials. August: Had meeting with owners attorney.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
QBE Final Site Plan	Katie/Steve	1/20/2017	7/18/2017	Applicant	N/A		-Approved by Planning Commission 6/7 -Bonds to be provided prior to construction -Site Plan approval notification letter sent 7/18
Dog's Day Out Final Site Plan	Katie/Steve	12/13/2016	7/18/2017	Steve	7/5/2017		-Applicant addressed all second submission comments and has outside agency approvals. Applicant to provide summary and justification for proposed landscaping species not listed in Zoning Ordinance -Approved by Planning Commission 7/5 -Site plan approval notification letter sent 7/18
Haymarket Town Center Final Site Plan	Katie	9/8/2016	8/10/2017	RDA	7/30/2017		-RDA working on Final Site Plan. Town provided direction for SWM/BMP design 5/3 -Town provided comments on layout 5/24 -Downey & Scott provided construction cost estimate 7/13 -Final coordination meeting scheduled for week of 8/21
Pedestrian Improvements Project	Katie	7/14/2014	5/24/2017	RDA/ Utility Companies/ Town	7/30/2017		-Utility relocations are authorized, waiting for utility companies to begin work. -RDA working on final construction plans. Drainage & entrance revisions due to further development of Town Center Final Site Plan design approved. Will need to coordinate with VDOT to ensure no outstanding comments after change order work. -Katie provided design contract amount update to VDOT 6/22. Schedule update to be provided. -0.35 Nutrient Credits purchased from res 6/14
Sherwood Forest Bond Release	Katie	N/A	4/11/2017	Applicant	N/A		-Landscaping and E&S Bond released. -All pavement redesigns approved. -Applicant must finish Street Acceptance Process with VDOT before bringing Town Council Resolution for Street Acceptance. After this is complete, the Performance Bond will be brought to Council to be released.
Alexandra's Keep Landscaping, E&S and Performance Bond Release	Katie	N/A	4/14/2017	Applicant/ Katie	N/A		-As-Built survey approved. -Landscape/E&S Bonds released 8/7 -Applicant having street lights installed by Dominion and will transfer meter to turn over to Town for ownership/maintenance for performance bond release. Alexandra's Keep and QBE will not be sharing a meter.
Villages of Haymarket Ph II As-Built Survey	Katie	1/5/2017	5/3/2017	N/A	N/A		-Bond Release approved by TC 4/3. -Bond released by Town 5/10

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Sheetz Final Site Plan	Katie/Steve	6/29/2016	1/24/2017	Steve/PC	2/6/2017		-1st Submission received complete 6/29/2016. All comments returned. -2nd Submission received (complete) 11/16/2016. All comments addressed, Susannah put on Feb PC agenda. -VDOT permit approved and provided to Town.
Fairgrounds GDP	Steve/Katie	N/A	6/6/2016	Applicant	N/A		-1st and 2nd Submission comments returned. -Awaiting next submittal by applicant.
Advantage Landscaping RPA Restoration Plan	Katie	6/1/2016	8/8/2016	Applicant	N/A		1st Submission received 6/1/2016 Comments returned. Awaiting next submittal by applicant.
Eagle Scout Project Coordination to stencil storm drains	Steve/Katie	6/22/2016	1/5/2017	Eagle Scout/ARB/Steve	N/A		Eagle Scout presented plastic decal and paint type to ARB 4/19/17 and received approval. -Eagle Scout to submit LUP-A to VDOT.
Stamped Asphalt Crosswalk Estimate and RFP	Katie	10/15/2016	12/28/2016	On hold	1/31/2017		On hold
VDOT I-66/Rte 15 Coordination	Katie	N/A	1/26/2017	VDOT	8/31/2017		Web updates about lane closures for following week done every Monday. See additional notes below.

BUILDING OFFICIAL'S REPORT

Permit No.	Project Name	Permit Address	Permit Type	Permit Status	Permit Issue Date	Permit Close Date	Project Status	Project End Goal	Comments
B20160004 Primary Permit	IcePlex	15111 Washington Street	Building (Commercial)	Open	12/17/15	12/17/17	Current	Creation of 2 nd ice rink	Final inspections of the new work have been completed, and a Temporary CO has been issued to allow use of the new sections of this facility while work is completed in the existing areas.
E2017013 and E2017014	Office Renovation	15125 Washington Street	Building - Primary Permit (Commercial)	Closed	6/26/17	8/11/17	Completed CO Issued	Renovated office for in-house client relocation	This project has been completed and the work has been approved. A CO has been issued for the new occupants.
B2017012	SHEETZ	15315 Washington Street	Building (Commercial)	Active	3/21/17	3/21/18	Nearing the completion of the new store. The next phase will involve the demolition of the old store structure and the remaining gas islands.	Removal of existing structures and building of new structures	The new store is very close to complete. Final inspections are in the works. A Temporary CO will be issued in the next few weeks to allow for PWC health inspections prior to opening. Ground work to allow for the installation of the new gas tanks is underway. Once the new store is operational, the protections will be placed to allow for demolition of the old store and completion of the new store and its related gas islands.
B2017016	School of Rock	15101 Washington Street	Building (Commercial)	CO Issued	3/22/17	7/11/17	Permit Closed	Reuse of former residential structure for music school	Sewage issue has been repaired, and this project is closed.

BUILDING OFFICIAL'S REPORT

B2017011	Kholi Residence	14830 Jordan Lane	Building (Residential)	Active	3/20/16	3/20/18	Current	Addition of deck to SFD	Pier footings have been inspected, framing and final inspections remain to be done.
TBD	New Residences	Bleight Drive (Residential)	Building	Active	5/11/17	5/11/18	Framing and sub-trade installations of all 3 structures are underway	Construction of 3 new SFDs	All 3 structures are in the framing and rough installation phases, with various sub-trade permit applications having been received and granted.
TBD	QBE	14600 Washington Street (Commercial)	Building	Preliminary Review	TBD	TBD	Planning	Addition of 2 additional floors	We are working with this client and his architect as he develops his project. Recently it seems that the planning has stalled as different approaches are being considered.
TBD	Recovery Spa	6614 James Madison Highway (Commercial)	Building	Active	6/1/17	6/1/18	Rough Inspections Completed	Refitting an existing commercial space for new tenant	Rough inspections have been completed as this project nears completion.
B2017025	SFD	6760 Madison Street (Residential)	Building	Active	6/19/17	6/19/18	Addition foundation is in place, all demo work completed, and new work is underway	Renovation and addition for existing SFD	TPF installed, foundation placed, framing is actively being installed.
TBD	SFD	Track Court (Residential)	Building	Closed	6/1/17	8/18/17	Final Inspections Completed	Addition of a 2-level rear deck	This work has been completed and inspected, and is allowed for use.

Attachment: Building Official's Report (3284 : Building Official's Report - Mr. Joseph Barbeau)

BUILDING OFFICIAL'S REPORT

TBD	Century Stair	15175 Washington Street (Commercial)	Building	Active	2/17/17	2/17/18	Internal Installation of Equipment Only	Installation of a full-facility dust collection system	Extensive work within the structure will connect to an exterior collection unit. Once it is determined where this outside location will be, it may be subject to ARB review regarding the nature of any screening needed to mitigate the view of this equipment.
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SUMMARY:

We have had a little pause in that SHEETZ is not quite finalized at the new store, and the work to build three new homes along Bleight Drive are just beginning their sub trade installations. Also, the Ice Plex is done with its major work, but is completing the remaining work to upgrade their existing sections of this facility.

Thus, though there is plenty of activity in town, there has been a slight downturn in needed inspections. This hiccup will not last, as in the next few weeks we will be once again busy as new phases of these projects begin.



HAYMARKET POLICE DEPARTMENT



To: Kimberly Murray, Mayor Leake and Council Members

From: Chief Lands

Date: 8-16-2017

Subject: Monthly Report for August 2017

Felony Arrests	5	Grand Larceny, Poss. of Cocaine
Misdemeanor Arrests	8	DUI, Refusal, Wanted Suspect, Poss. of Marijuana
In Town Calls for Service	926	Various
Out of Town Calls for Service	35	Various
Traffic Summons	70	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	108	Speeding, Tail light, Stop Sign, etc.
Traffic Accidents	0	None
Business Checks	722	All Town Businesses

Points of Interest:

Kickball Game

Self Defense Class

Storm Event/Damage

Officer Highlights:

Storm Response (Davis)

Business & Community Relations Report 07/20/2017 - 08/21/2017

2017 Haymarket Day (Updates)

Our 2017 Haymarket Day will be held on Saturday, September 16th from 9 am until 4 pm.

- The main stage will be located at the Haymarket Community Park while the secondary/demo stage will be in front of Town Hall.
- The featured band will be The Earth Wind & Fire Tribute Band.
- A Parade Coordinator has been contracted for Haymarket Day.
- The 2017 Grand Marshal is Josie Russo, owner of Giuseppe's Ristorante Italiano.
- As of August 21st, we have received 228 applications not including "store front" booths, collected over \$48,000 in vendor booth fees and \$18,500 in sponsorship funds.
- Our next committee meeting will be held on Thursday, September 7th at 4 pm, and we will meet weekly until the event. All are welcome!

Media Coverage

- 08/18 - *Bull Run Observer* - Article on town business Haymarket School of Rock
- 09/01 - *Haymarket Lifestyle Magazine* - Advertising the Haymarket Day event
- 9/1- 11/3 Battlefield H.S. Football Program - Ad for Museum exhibits & call for volunteers

Updates/Coming Soon

- The Haymarket Iceplex will have a ribbon-cutting ceremony celebrating the opening of their Iceplex expansion in late September / early October.
- New town business Wellness Solutions is planning its ribbon cutting ceremony for late October 5th, time to be determined.



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
September 11, 2017

Highlights:

- The financials attached are as of July 31, 2017
- In the month of July, the Town had to pay the first payment of the Debt Service loan, which causes the town to have a higher expense amount than normal.
- I'm happy to announce that the Town Events have already reached 80% of its targeted goal for the fiscal year.
- The Town audit was just completed on September 6th and September 7th.

Town of Haymarket
Statement of Net Position
As of July 31, 2017

	Jul 31, 17
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	924,502.88
11000 · CD's & Money Market Funds	346,998.04
11010 · Virginia Investment Pool	304,556.93
Total Checking/Savings	1,576,057.85
Accounts Receivable	
12000 · Accounts Receivable	128,200.12
12010 · A/R Permits	24.59
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	2,575.28
Total Accounts Receivable	134,004.89
Other Current Assets	
11499 · Undeposited Funds	7,150.52
12012 · Local Accounts Receivable-Other	56,111.39
12025 · Due from Prince William County	32,317.69
12030 · Due from Commonwealth	11,228.33
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	3,032.29
Total Current Assets	1,713,095.03
Fixed Assets	
12500 · General Property	4,384,066.65
12600 · Rental Property	1,460,194.77
Total Fixed Assets	5,844,261.42
Other Assets	
19000 · Net Pension Asset	81,563.00
19100 · Deferred Outflow - Pension Cont	36,959.45
Total Other Assets	118,522.45
TOTAL ASSETS	7,675,878.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	131,183.44
Total Accounts Payable	131,183.44
Credit Cards	
20040 · Town Credit Card	5.00
Total Credit Cards	5.00
Other Current Liabilities	
20030 · VA Dept of Housing & Comm. Dev.	325.20
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	3.49
21000 · Payroll Liabilities	5,081.20
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	303,247.54
Total Other Current Liabilities	338,887.43
Total Current Liabilities	470,075.87
Long Term Liabilities	

Attachment: Treasurer & Financial Report for 9-11-17 (3273 : Treasurer's Report - Mr. Roberto Gonzalez)

Town of Haymarket
Statement of Net Position
As of July 31, 2017

	Jul 31, 17
20080 · Accrued Interest Payable	13,878.48
23000 · Accrued Leave	26,391.15
25000 · General Obligation Bonds	1,378,900.00
29100 · Deferred Inflow - Pension Msmnt	31,292.00
Total Long Term Liabilities	1,450,461.63
Total Liabilities	1,920,537.50
Equity	
34000 · Net Pension Activity Offset	87,230.45
30000 · Unrestricted Net Assets	1,376,833.39
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,844,261.42
33000 · Amt Long Term Obligations	-1,419,169.63
Net Income	-139,814.23
Total Equity	5,755,341.40
TOTAL LIABILITIES & EQUITY	7,675,878.90

Town of Haymarket
Statement of Revenue & Expenditures for Month
July 2017

	Jul 17
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	7,051.30
3120 · OTHER LOCAL TAXES	92,561.01
3130 · PERMITS,FEES & LICENESES	1,535.00
3140 · FINES & FORFEITURES	7,434.88
3150 · REVENUE - USE OF MONEY	1,002.55
3151 · RENTAL (USE OF PROPERTY)	17,012.84
3160 · CHARGES FOR SERVICES	505.80
3165 · REVENUE - TOWN EVENTS	52,135.00
3180 · MISCELLANEOUS	25.36
32 · REVENUE FROM COMMONWEALTH	11,641.67
33 · REVENUE FROM FEDERAL GOVERNMENT	526.81
Total Income	191,432.22
Gross Profit	191,432.22
Expense	
01 · ADMINISTRATION	51,722.66
03 · PUBLIC SAFETY	76,785.22
04 · PUBLIC WORKS	18,769.76
07 · PARKS, REC & CULTURAL	1,519.46
08 · COMMUNITY DEVELOPMENT	375.00
09 · NON-DEPARTMENTAL	170,482.19
94105 · PERSONNEL	-0.03
94106 · TOWN CENTER MASTER PLAN	11,592.19
Total Expense	331,246.45
Net Ordinary Income	-139,814.23
Net Income	-139,814.23

Attachment: Treasurer & Financial Report for 9-11-17 (3273 : Treasurer's Report - Mr. Roberto Gonzalez)

08/25/17

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
July 2017

	Jul 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES	7,051.30	356,048.00	2.0%
3120 · OTHER LOCAL TAXES	92,561.01	1,297,200.00	7.1%
3130 · PERMITS,FEES & LICENESES	1,535.00	90,200.00	1.7%
3140 · FINES & FORFEITURES	7,434.88	50,000.00	14.9%
3150 · REVENUE - USE OF MONEY	1,002.55	10,000.00	10.0%
3151 · RENTAL (USE OF PROPERTY)	17,012.84	131,335.00	13.0%
3165 · REVENUE - TOWN EVENTS	52,135.00	65,000.00	80.2%
3180 · MISCELLANEOUS	25.36	1,900.00	1.3%
32 · REVENUE FROM COMMONWEALTH	11,641.67	183,500.00	6.3%
33 · REVENUE FROM FEDERAL GOVERNMENT	526.81	217,959.00	0.2%
35 · Reserve Funds For CIP	0.00	155,000.00	0.0%
Total Income	191,432.22	2,558,142.00	7.5%
Gross Profit	191,432.22	2,558,142.00	7.5%
Expense			
01 · ADMINISTRATION	51,722.66	778,500.00	6.6%
03 · PUBLIC SAFETY	76,785.22	772,530.00	9.9%
04 · PUBLIC WORKS	18,769.76	245,749.00	7.6%
07 · PARKS, REC & CULTURAL	1,519.46	70,150.00	2.2%
08 · COMMUNITY DEVELOPMENT	375.00	106,773.00	0.4%
09 · NON-DEPARTMENTAL	170,482.19	231,440.00	73.7%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	11,000.00	0.0%
94102 · HAYMARKET COMMUNITY PARK	0.00	75,000.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	267,000.00	0.0%
Total Expense	331,246.45	2,558,142.00	12.9%
Net Ordinary Income	-139,814.23	0.00	100.0%
Net Income	-139,814.23	0.00	100.0%

Attachment: Treasurer & Financial Report for 9-11-17 (3273 : Treasurer's Report - Mr. Roberto Gonzalez)



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Kimberly L. Murray, CECd, AICP
TOWN MANAGER

TOWN MANAGER'S REPORT
TOWN COUNCIL REGULAR MEETING
September 6, 2017

Below is a summary of activities and updates for the Honorable Mayor and Town Council as of September 6, 2017.

Meetings and Highlights:

- The Town was hit hard by a storm August 11, 2017 causing damage to residential and commercial properties throughout the town. Most of the damage was caused by flooding waters and downed trees. Police officers, residents, and tree crews were out clearing roads while the power companies were repairing downed lines. Several trees were down on Town property and on some of our streets. Madison, Fayette and Hunting Path Road were hit hardest. Our trash service company, Republic Services, picked up limbs that were cut up and placed in the trash. VDOT has a policy that they do not pick up any debris in their right-of-way (which are all of our roads). There was a significant amount of debris from branches that fell from trees on private property into the roadways. Council may wish to discuss for the FY2019 budget whether to budget for these kinds of events. Based on the feedback and calls received, some residents were fine with cutting up the brush and putting it in the trash, but others felt the Town should come through and remove all debris.
- Sheetz was planning to shut down all their pumps and close off one of their entrances on September 14th - two days before Haymarket Day - in preparation for the next phase of their project. I contacted their Corporate representative explaining the benefits to both parties to stay open and they have responded positively and will remain open through the weekend.
- *Town Center Project:* The Town Engineer and I met with the consultant this month to review final storm water designs, site changes, and discuss potential changes to Phase 2 and Phase 3 of the building plans based on different funding scenarios. Staff suggests a work session meeting later this month (September 25th) to explain in detail how the designs impact the financing and construction phasing and receive guidance and input from Council before presenting the proposed funding resolution with VML/VACO to Town Council for approval.
- *VDOT Revenue Sharing Program:* The materials for the two-year application cycle for FY19 and FY20 are now available and due November 1st. This topic is on the Council's agenda September 11th for discussion. The local match is 50%.
- *Bull Run ASAP program:* We received a letter in August from the Bull Run ASAP Program (which includes Loudoun and Prince William County) asking if the Town Council wishes to appoint a Board member as the Council originally adopted a resolution supporting the program in 1988 and most recently had appointed previous Police Chief Eric Noble to the Policy Board. If no

appointment is made, they ask for correspondence that the Town does not wish to participate at this time.

- *Zoning Map: Ongoing.* Staff will review the current zoning map, the proposed map, review the comments received at the meeting, and put forth a new proposal for the Council to consider. If substantially different than the version the Planning Commission approved, the zoning map will be reviewed again by the Commission.

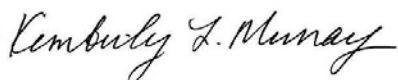
Administration and Personnel:

- Our new full time Town Planner and Zoning Administrator Emily Lockhart started with us September 5, 2017. She is graduating this December with a Masters in Planning from Virginia Tech with several internships with the Coast Guard and several studio projects from Fairfax and Arlington. She is excited to get up to speed with the job duties and gain experience working for a small community. The interview team found her confident, capable, self-directed, and a clear innovative problem-solver. It was evident that Ms. Lockhart has a passion for planning and a passion for Haymarket. One of her community planning projects involved connecting the arts community to an aspect of urban planning. She quilted the Town of Haymarket Future Land Use Map! Our planning consultant, Steve Gyuris of Advance Planning Associates will be transitioning out this September. We greatly appreciate his assistance the last few months.
- Danielle Kijewski, our Clerk of Council and Assistant Museum Director is moving on to her planned career path after Haymarket Day. She joined the Town part time to assist with some administrative duties last September 2016, and proved to be an invaluable member of the team, leaving as the appointed Clerk of Council and our Office Manager. We are grateful for her assistance and we wish her the very best in her future career.
- In addition, we welcome Debra Sprehe as our new Clerk of Council/Office Manager who begins with us on September 11, 2017. She recently moved to the Haymarket area after having a long career in Oklahoma state government and working for one of the largest private foundations in the U. S. located in Kansas City, MO. Ms. Sprehe has an extensive background in customer service, executive assistance, human resources, information technology and office management. We are fortunate to have her join our team and are excited to have her expertise and knowledge to assist the Town.

Town Properties and Maintenance:

- Ongoing Washington Street light repair. We are having difficulty finding parts for some as the companies no longer exist. If we can't locate the parts we'll look into other options.

Respectfully Submitted,



Kimberly L. Murray, CEcD, AICP
Town Manager



Proclamation

A Proclamation to Observe Blood Cancer Awareness Month and Lymphoma Awareness Day

WHEREAS lymphoma is the most common form of blood cancer and the third most common childhood cancer; and

WHEREAS more than 81,000 new cases of lymphoma are diagnosed each year in the United States, including 1,900 in the Commonwealth of Virginia, together with the Town of Haymarket; and

WHEREAS a cure for lymphoma can only be realized through advanced cancer research; and

WHEREAS awareness and education are powerful tools in the race to find a cure for lymphoma; and

WHEREAS the Health and vitality of the people of the Commonwealth of Virginia and the Town of Haymarket are significantly enhanced by local efforts to increase communication and education pertaining to lymphoma and blood cancers; and

WHEREAS in February 2016, the General Assembly designated September, in 2016 and in each succeeding year, Blood Cancer Awareness Month in Virginia and September 15th, 2016 and in each succeeding year, Lymphoma Awareness Day in Virginia to help to raise general awareness of the disease and provide hope to all those affected by a lymphoma diagnosis;

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket, Virginia does hereby proclaim September 2017 as Blood Cancer Awareness Month and September 15th, 2017 as Lymphoma Awareness Day, and urges all citizens to support the efforts and activities of the Lymphoma Research Foundation to bring awareness and education in the race to finding a cure for lymphoma during the month of September and throughout the year.

MAYOR DAVID LEAKE

Attested:

DANIELLE KIJEWski, CLERK OF COUNCIL



Proclamation

A Proclamation to Observe Suicide Prevention Awareness Week

WHEREAS suicide is the 10th leading cause of death in the United States and the second leading cause of death among individuals between the ages of 10 and 34; suicide is the only leading cause of death that has increased every year for the past decade; and

WHEREAS, according to the Centers for Disease Control and Prevention (CDC), one person dies by suicide every 12.3 minutes in the United States, resulting in nearly 43,000 suicides each year, and it is estimated that there are more than 1.1 million suicide attempts each year; and more than 90 percent of the people who die by suicide have a diagnosable and treatable mental health condition, which often goes unrecognized or untreated; and

WHEREAS the stigma associated with mental health conditions and suicidality works against suicide prevention by discouraging persons at risk for suicide from seeking life-saving help and further traumatizes survivors of suicide loss and people with lived experience of suicide; and

WHEREAS organizations such as the American Foundation for Suicide Prevention envision a world without suicide and are dedicated to saving lives and bringing hope to those affected by suicide through research, education, advocacy, and resources for those who have lost loved ones or struggle with mental health conditions; and

WHEREAS in January 2017, the General Assembly designated the week of September 10, in 2017 and in each succeeding year, as National Suicide Prevention Week in Virginia;

WHEREAS, during National Suicide Prevention Week and throughout the year, organizations and individuals in the Commonwealth are encouraged to consider initiatives based on the goals contained in the National Strategy for Suicide Prevention and develop and implement strategies to increase access to quality mental health, substance abuse, and suicide prevention services; and

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket, Virginia does hereby designate the week of September 10th, 2017 as National Suicide Prevention Week in Haymarket, and urges all citizens to support and reach out to those affected by suicide, and raise awareness during the month of September and throughout the year.

MAYOR DAVID LEAKE

Attested:

DANIELLE KIJEWski, CLERK OF COUNCIL

Attachment: Proclamation - Suicide Prevention Awareness Week (3260 : Proclamation: National Suicide Awareness Week)



**AN ORDINANCE TO WAIVE MEALS TAX
ON September 16th through 17th, 2017, SET BY
SECTION 42-186 OF THE CODE OF ORDINANCES,
TOWN OF HAYMARKET, VIRGINIA (2014), AS AMENDED,
RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2017-002

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on September 16th, 2017 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and our hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, the Town Council of Haymarket declares a Meals Tax Free weekend on September 16th and 17th, 2017.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 11th day of September, 2017, that the Meals Tax is waived solely for the 16th and 17th day of September, 2017.

By Order of Council:

David Leake, Mayor

ATTEST:

Danielle Kijewski, Clerk of Council



Town of Haymarket
15000 Washington Street, #100
Haymarket, VA 20169
703-753-2600

Kathryn M. McDaniel, P.E.
TOWN ENGINEER

7.5.a

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kathryn M. McDaniel, Town Engineer
DATE: September 5, 2017
SUBJECT: VDOT Revenue Sharing Program

Background and Purpose:

The Town has identified a need to perform maintenance on existing Town owned curbs, sidewalks and crosswalks, and has included a line item within the budget under Public Works of \$34,749 for repairs and maintenance services. The Town is also researching alternative funding sources for the construction of the portion of the Town Center project within the right of way, to include the turn lane, curbs and sidewalk improvements. One option identified by the research is VDOT's Revenue Sharing Program.

The Revenue Sharing Program is administered through VDOT, and the goal is to provide funding for use by a county, city, or town to construct, reconstruct, improve, or maintain their highway systems, which may include sidewalks, trails, and other facilities to support pedestrian or bicycle activities within the highway network. The program is intended to provide funding for immediately needed improvements or to supplement funding for existing projects.

The maximum funding each locality can request is \$5 million in matching allocations per fiscal year. The maximum funding a single project can receive over its lifetime is \$10 million in matching allocations. Priority for funding will be given (in order) to:

1. Construction projects that have previously received Revenue Sharing funding
2. Construction projects that meet a need identified in the Statewide Transportation Plan
3. Projects that address pavement resurfacing or bridge rehabilitation
4. All other eligible projects

Maintenance of Town sidewalks and curbs would fall under item 3, and the Haymarket Town Center project would likely fall under item 4. Examples of eligible work include:

- Supplemental funding for projects listed in the Commonwealth Transportation Board (CTB) six-year plan
- Projects not included in the six-year plan. This option necessitates the entire estimated cost of the project being financed within the fiscal year involved. The project will then be adopted into the six-year plan.
- Improvements necessary for acceptance of subdivision streets to secondary system (rural additions only; does not apply for roads to be added to the urban system).
- Maintenance projects that can provide documentation confirming the deficiency of the existing infrastructure; the items must fall below the maintenance performance targets.
- New paving of a previously unpaved roadway in the state secondary system (urban not eligible).
- New roadway
- Funding may be used to cover deficits on a six-year improvement plan project that was completed with a deficit.

The application period opened August 1, 2017 and will close November 1, 2017. Applications for the next two fiscal years, FY19 and FY20, should be submitted through VDOT's SMART Portal. The Town Manager, Kimberly Murray, has been designated as the Town's SMART Portal Organization Administrator, and Katie McDaniel, the Town Engineer, will be attending an informational session on the portal on September 20, 2017 in order to become familiar with the application process. Funds are expected to be used in the same fiscal year received, meaning that the project should be active. The Town Engineer will fill out the pre-application coordination form to coordinate with the local VDOT representative to verify that the identified projects are eligible for the program. The Town must commit their matching allocation at the time of the funding application along with a resolution indicating commitment to fully fund the project.

Budgetary Impact:

To be determined based on project scope and match allocation time frames.

Staff Recommendation:

I recommend submitting an application to VDOT by November 1, 2017 with a resolution indicating commitment to allocate the funds to be matched for the projects proposed for FY2019-2020.

Draft Motion:

1. *I move that the Town Council authorize Staff to move forward with preparing an application and a draft resolution for VDOT's revenue sharing program for the Town Center work and Town right of way maintenance improvements.*

Or,

2. *I move an alternate motion*



To: Town of Haymarket Town Council

Subject: Entrance into Closed Session

Date: September 11, 2017

Move to enter into Closed Session pursuant to 2.2-3711 A:

- (1): Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and
- (8): Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Attachment: Motion to Enter into Closed Session (3277 : Entrance into Closed Session)



To: Town of Haymarket Town Council

Subject: Certification of Closed Session

Date: September 11, 2017

Move to certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting by the public body.

Attachment: Motion to Certify Closed Session (3278 : Certification of Closed Session)