



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

Debra Sprehe, Clerk of Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, September 25, 2017

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, commencing at 6:00 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: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Absent, Councilman Steve Aitken: Absent, Mayor David Leake: Present, Town Manager Kimberly Murray: Present, Clerk of Council Debra Sprehe: Present, Town Engineer Katie McDaniel: Present, Steve Mulroy: Present, Kenneth Folk: Present.

### 2. Agenda Items

#### A. Discussion: Town Center Project

Town Manager, Kimberly Murray, outlined the status of the Town Center improvement project indicating the Council should discuss the phasing, funding options and the timeline for proceeding with the project. The project was originally in 3 phases. Phase 1, the improvements to the Police department, were completed approximately a year ago. Phase 2 would include improvements/reconfiguration to the main lobby and restrooms. Phase 3 would include an addition (elevator, stairs and mechanical room), renovating the administration space, the exterior building work and all the site and storm water improvements. Installation of an elevator is for ADA compliance to the second floor and the building addition will trigger storm water issues which must be addressed.

For cost savings on construction it is suggested that all building improvements be done in one phase instead of two. Any changes to the current plan would require architectural amendments to the plans.

At a previous suggestion of Council, staff has looked at landscaping, parking and storm water improvements and given their final approval subject to changing a portion of the parking from impermeable concrete to impermeable asphalt to improve the storm water issue. As a cost savings the landscaping, parking and storm water improvements could be moved into a Phase 3.

The Town Manager asked for direction on: 1) what are the priorities of the Council; 2) how to split the project if total funding cannot be accomplished; 3) streamlining the project, from 2 phases to 1 phase; 4) possibly postpone/the addition and site work that triggers the storm water improvements and; 5) how to accomplish funding.

The consultants estimate the remaining 2 phases will cost approximately \$3 million. The Town Manager indicated that staff will look at ways to lower the overall costs. Staff will be applying for VDOT revenue sharing fund grant through Prince William County to possibly assist with a 50/50 revenue sharing match for sidewalks and street improvements related to the project.

The Town Manager indicated the Town would have to secure a loan and find revenue to make up the remaining balance.

Council established priorities as: 1) improvements to the outside of the building; 2) inside facility improvements; 3) postponing site and storm water work Phase 3 if funding becomes an issue; 4) schedule public hearings; 5) take to the Planning Commission for site approval; 6) Town Council approval; 7) approve funding; 8) finish construction design; 9) issue an RFP for construction; 10) receive and review proposals and; 11) start the loan process.

The Town Manager arranged for two representatives, Steve Mulroy and Kenneth Folk, from VML/VACo Finance to attend the meeting to outline the options for financing.

Mr. Mulroy gave an analysis of a VML/VACo fixed rate loan for 20 and 30 years based on the current market conditions as financing options the Town could consider for a projected amount of \$2 or \$3 million. The principal will be deferred until FY 2027 to wrap around existing debt. Obtaining a loan is subject to credit approval, results of bids or bond sale, and bond counsel review. Financing alternatives are: 1) low cost alternative to traditional bond financing; 2) VML/VACo Finance sends RFP to more than two dozen banks, including national, regional, and local banks; 3) terms up to 15-20 years; 4) flexible pre-payment terms; 5) competitive bidding process ensures Town is receiving most cost-effective bank loan available in the market; 6) VML/VACo Finance will assist the Town and help coordinate the application and financing through VRA; 7) VRA reviews each application and may impose additional requirements on the Town, such as requiring reserve fund, or setting limits on additional debt; 8) VRA sells its bonds in the public market to achieve competitive rates, then loans bond proceeds to participants; 9) attractive "AAA/AA" market rates, based on VRAs reserves and state's moral obligation; 10) terms up to 30 years, with interest rates locked for the entire term; 11) town responsible for continuing disclosure requirements - financial and operating data and; 12) shared issuance costs - bond counsel, VRA's financial advisor, bond ratings, etc. - plus annual fee of 12.5 bps (0.125%) of outstanding balance.

Town Manager indicated the Town currently budgeted \$45,000 debt service payment which would cover the interest payment of \$1-\$1.5 million in debt service until the current debt service is paid off in approximately seven years. Once that loan is paid in full then those monies can be applied to the principal of the construction loan. In addition, there is \$300,000-\$400,000 in reserve of which a portion could be used for this capital improvement.

Town Council suggests the following be accomplished and brought to the October meeting: 1) the site plan; 2) outline plans to amend work as discussed; 3) a change order from consultant; 4) plan and RFP; 5) Resolution agreeing to pursue financing with VML/VACo.

#### **B. Discussion: Police Department Accreditation Process**

Police Chief Lands reported on the DCJS (Department of Criminal Justice Service) accreditation process and requirements. A department has 4 years to accomplish accreditation. It requires a police department to have a standard operation procedure manual that complies with 192 different standards. Each standard must have a file with proof of how the officer handled such a situation in accordance with the SOP on file. Each year all 192 procedures must be validated or accreditation is lost. Many of the

192 standards are never encountered by a Haymarket officer due to the low crime rate, therefore no justification can occur which would make it next to impossible to validate all 192 standards. The justification process is very labor intensive and requires yearly updating that would require additional staff to keep it current.

Currently all of the DCJS standard operating procedures are already incorporated into the current Haymarket police manual, training which meets DCJS standards is provided to the officers, and each officer signs a letter of acknowledgement of the standard operating procedures.

Chief noted that Prince William County and other larger metro departments do not have this accreditation and it would be rare for a small jurisdiction to be accredited.

Town Council indicated the time/staff needed to accomplish the accreditation and the benefits were not beneficial enough to pursue at this time.

#### **C. Discussion: Billing of Mobile Data Terminal Licensing**

Town Manager reported on the Memorandum of Understanding the Town has with Prince William County regarding the services they provide our police department. The MOU was last reviewed in 2007 and many things have changed since the agreement was negotiated.

Chief Lands commented that Haymarket officers actually provide more services to Prince William County officers who are responsible for the west side of the county than Prince William provides to the Town. The unsolicited response by Haymarket officers to "back up" Prince William officers is an attempt to keep a good relationship between the departments. These services are not currently covered in the MOU.

The Council instructed the Town Manager to arrange a meeting with Prince William County to revisit the MOU with the intent of creating a new up-to-date one.

### **3. Closed Session**

#### **A. Entrance into Closed Session**

A motion was made to enter into Closed Session for consultation with legal counsel or briefing by staff or consultants about pending case of Town of Haymarket v. Contrucci, as consultation or briefing in open meeting would adversely affect the Town's negotiating or litigating posture, and the Virginia Freedom of Information Act at Virginia Code 2.2-3711, paragraph (A)(7), permits such discussion in closed session.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Vice Mayor
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	John Cole, Chris Morris, Joe Pasanello, Susan Edwards
<b>ABSENT:</b>	Connor Leake, Steve Aitken

#### **B. Certification of Closed Session**

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 public body.

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

**C. Motion**

A motion was made to direct the Town Manager to direct legal counsel regarding probable litigation and pending case(s) as discussed in closed session.

**RESULT:** ADOPTED [3 TO 1]  
**MOVER:** Susan Edwards, Councilwoman  
**SECONDER:** John Cole, Councilman  
**AYES:** John Cole, Chris Morris, Susan Edwards  
**NAYS:** Joe Pasanello  
**ABSENT:** Connor Leake, Steve Aitken

**4. Adjournment****A. Motion to Adjourn**

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

Submitted:

Approved:

  
Debra Sprehe, Town Clerk  
David Leake, Mayor