



# TOWN OF OCCOQUAN

Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street  
PO BOX 195  
Occoquan, VA 22125  
(703) 491-1918  
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## Occoquan Town Council

### Regular Meeting

June 7, 2016 | 7:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. **Citizens' Time** - Members of the public may, for three minutes, present for the purpose of directing attention to or requesting action on matters not included on the prepared agenda. These matters shall be referred to the appropriate town official(s) for investigation and report. Citizens may address issues as they come up on the agenda if advance notice is given during 'Citizens' Time'.
4. **Approval of Minutes**
  - a. April 28, 2016 Special Meeting Minutes
  - b. May 4, 2016 Regular Meeting Minutes
  - c. May 17, 2016 Work Session Meeting Minutes
5. **Councilmember Reports**
6. **Mayor's Report**
7. **Staff Reports**
  - a. Town Attorney
  - b. Town Engineer
  - c. Building Official
  - d. Town Manager
  - e. Chief of Police
  - f. Boards and Commissions
8. **Regular Business**
  - a. Request to Set Not To Exceed Amount for Purchase of Park Maintenance Vehicle
  - b. Request for After-the-Fact Approval of Emergency Plumbing Repairs at Visitors Center
  - c. Request for After-the-Fact Approval of Emergency Plumbing Repairs at Town Hall
9. **Closed Session**
10. **Adjournment**

**Portions of this meeting may be held in closed session pursuant to the Virginia Freedom of Information Act.**  
*A copy of this agenda with supporting documents is available online at [www.occoquanva.gov](http://www.occoquanva.gov).*



**OCCOQUAN TOWN COUNCIL**  
**Special Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, April 26, 2016**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matt Dawson, and Joe McGuire  
Staff: Kirstyn Jovanovich, Town Manager; Bruce Reese, Town Engineer; Chris Coon, Town Clerk; Mike Vanderpool, Vanderpool, Frostick & Nishanian, P.C.

**Absent:** Councilmembers Tyler Brown and Jim Drakes

**1. Call to Order**

Mayor Quist called the meeting to order at 7:02 p.m.

**2. Public Hearing**

Mayor Quist stated that the public hearing was to discuss the proposed fiscal year 2017 tax rates and opened the floor to the public for comments.

Steve Vonderheide, 311 Mill Street #G, asked Council to reconsider the Real Estate Tax Rate increase. He stated that he thought the additional revenue could be covered under other revenue streams and asked for that to be considered when Council votes on the tax increase.

Mayor Quist closed the public hearing at 7:05 p.m.

**3. Other Items**

Mayor Quist has been asked by Prince William County Supervisor Principi to be the elected official to sign a grant application for \$20,000 to benefit the OWL Volunteer Fire Department in support of recruiting and retention. There is a Memorandum of Understanding that has been reviewed by the Town Attorney and does not make the Town of Occoquan a party to the agreement. This will not cost the Town any money or time investment. By consensus, the Town Council expressed no objection to the Mayor signing the MOU at the request of the County.

As part of Comcast Cares Day, a water fountain has been offered to the town at a discounted price by Ferguson Enterprises. The total cost of the discounted water fountain would be \$1,950 and the funds generated from Comcast Cares Day will cover a portion of this cost. This is a request to approve a not to exceed amount of \$1,000 out of the Mamie Davis Fund to pay the balance of the new water fountain.

It was moved to appropriate a not to exceed amount of \$1,000 from the Mamie Davis Fund to pay for a replacement water fountain in Mamie Davis Park.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember McGuire that the Action Item be approved. The motion carried by poll vote, unanimous.**

**4. Closed Session**

Vice Mayor Sivigny moved that the Council convene in closed session to discuss the following as permitted by the Virginia Code Section 2.2-3711(A)(3), a matter involving acquisition of real property for public purposes. Councilmember McGuire seconded. The motion carried unanimously.

The Council came out of closed session at 7:37 p.m. Vice Mayor Sivigny 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 under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember McGuire seconded.

Motion passed, Ayes - Councilmember Dawson, Councilmember McGuire, Vice Mayor Sivigny, by roll call vote.

**5. Adjournment**

Mayor Quist adjourned the meeting at 7:38 p.m.

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Christopher Coon  
Town Clerk



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Wednesday, May 4, 2016**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matt Dawson, Jim Drakes, and Joe McGuire  
Staff: Kirstyn Jovanovich, Town Manager; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Sheldon Levi, Chief of Police; Chris Coon, Town Clerk

**1. Call to Order**

Mayor Quist called the meeting to order at 7:01 p.m.

**2. Pledge of Allegiance**

**3. Citizens Time**

Charles Desenberg, 250 Gaslight Landing, wanted to direct the attention of the Council to issues occurring on the public docks near Gaslight Landing. The issues have been occurring late at night when the weather is nice. The disturbance occurs from several boats tied to the dock playing loud music and drinking until the early morning hours. When town residents call the police, Prince William County responds and by the time they get to the dock the disturbance is typically over. Mr. Desenberg informed Council that he made contact with Supervisor Anderson as well as Prince William County Police about the issues they are experiencing. The Prince William County officers told them that the County officers cannot enforce the Town's ordinances. Mr. Desenberg concluded his remarks with a request for more police presence at the dock.

Rita Salley and Brittany, 231 Mill Street, spoke on the same issue about disturbances during the late hours near the bars in town. She wanted to also state that police presence would be beneficial in the late hours and weekend nights. She stated that urination, vomiting, defecation, and sexual activity have all occurred on the street next to her home, that is in close proximity to The Down Under.

Mayor Quist addressed Council and stated that she asked Mr. Desenberg and Ms. Salley to come speak to Council. She stated that she wanted all of Council to be on the same page with the issues that were addressed by those citizens. She then inquired about Councilmember Drakes facilitating a dock committee, with the intent to meet with the president of the Gaslight Landing home owners' association, members of that association and the Mayor. This will facilitate a conversation about what the Town is currently able to do as well as some of the options for the Town to address the issues.

**4. Approval of Minutes**

It was moved to approve the minutes of the April 5, 2016 Regular Meeting and April 19, 2016 Special and Work Session Minutes.

**A motion was made by Councilmember Dawson, seconded by Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, unanimous.**

#### **5. Councilmember Reports**

Councilmember McGuire stated the Planning Commission is still working on the Comprehensive Plan.

#### **6. Mayor's Report**

Mayor Quist had no report. She thanked all of the voters who voted in the Town Election of May 3, 2016 and congratulated the Town Election winners.

#### **7. Staff Reports**

**A. Town Attorney:** Mr. Crim, Town Attorney, reported on the following:

1. The Technical Review Board have ordered an informal fact finding by staff member hearing on May 11, 2016, in Occoquan Town Hall at 11:00 am, for the Kiely appeal.
2. Mr. Crim stated that he wanted to remind the Council of the language located in the Town Charter section 11 that deals with voting.

“ All ordinances, appointments or resolutions of the Town, including ordinances or resolutions appropriating money exceeding the sum of \$500.00, imposing taxes, or authorizing the borrowing of money, shall become effective only upon the affirmative vote of a majority (three) of all members elected to the council.”

Mayor Quist stated that the Town had received the resignation of Councilmember Brown.

**B. Town Engineer:** Mr. Reese, Town Engineer, reported on the following engineering activities:

1. Land Disturbance Activity Report
  - a. Vistas at Occoquan
  - b. River Mill Park
2. The River Mill Park update includes brackets needing to be added for lights on the bridge. Mr. Reese also stated that the bridge will be open for the Craft Show.

Councilmember Drakes inquired about a what else can occur that the Town has no control over. Mr. Reese stated that he was unaware but, he did say that he was confident that VDOT would not hold up the opening of the bridge until after the Craft Show. Councilmember Drakes then stated that the Town should have a back-up plan if VDOT does not allow the bridge to open before the Craft Show. Mr. Reese stated that the Town will continue to inform VDOT that it is imperative for the bridge to open before the Craft Show.

**C. Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. There is one update to the report. The item regarding 125

Mill Street should reference Unit 15, not Unit 5. Councilmember McGuire inquired about the type of business this was referencing. Mr. Coon stated that it was a behavioral consulting business.

**D. Town Manager:** Ms. Jovanovich, Town Manager, submitted a manager's report as part of the agenda and held further discussion about Comcast Cares Day at the end of April. Comcast Cares Day received \$10,000 in cash donations and registered over 300 volunteers making it the largest Comcast Cares Day ever facilitated by Leadership Prince William. Ms. Jovanovich also stated that the dock will be finished in June with volunteer help. No further questions were received.

**E. Chief of Police:** Chief Levi provided his April 2016 report with the agenda packet.

Councilmember McGuire inquired about what the individuals were doing at the park. Chief Levi stated that the juveniles were throwing rocks into the water from the park and the two adults were just walking hand-in-hand.

**F. Boards and Commissions:**

- a. The Planning Commission is continuing to work on the Comprehensive Plan update.
- b. Ms. Seefeldt, Chair, stated that the Architectural Review Board received and reviewed one sign application and one exterior elevation application; both were approved.

## 8. Regular Business

### 8A. Request to Adopt and Appropriate FY 2017 Budget and Tax Rates

It was moved to move Regular Business 8A till after the Closed Session item.

**A motion was made by Councilmember Drakes, seconded by Councilmember McGuire that the Action Item be approved. The motion carried by poll vote, unanimous.**

### 8B. Request to Adopt Revised Building Fee Schedule

It was moved to approve the revised building fee schedule as presented effective May 4, 2016.

**A motion was made by Councilmember Dawson, seconded by Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, unanimous.**

### 8C. Request to Set Not To Exceed Limit for River Mill Park Signage and Refuse Containers

It was moved to set a not to exceed amount of \$13,750 to purchase Signage and Refuse Containers for River Mill Park from CIP fund Mill Street Revitalization Project

**A motion was made by Councilmember McGuire, seconded by Vice Mayor Sivigny that the Action Item be approved. The motion carried by poll vote, unanimous**

**8D. Request to Initiate Zoning Text Amendment Relating to Chapter 66, Article II, Division 5, Uses Permitted Relating to Child Care Facilities**

It was moved adopt a resolution to initiate a zoning text amendment for revisions to Chapter 66, Article II, of the Town Code, refer the proposed amendment to the Planning Commission for its recommendations, and direct the Town Clerk to advertise a joint public hearing with the Town Council and Planning Commission on the proposed amendment.

**A motion was made by Vice Mayor Sivigny, seconded by Councilmember Drakes that the Action Item be approved. The motion carried by poll vote, unanimous**

**8E. Request to Appoint Members to the Planning Commission**

It was moved to appoint Ann Kisling and Heather Ozuna to serve on the Planning Commission for four year terms, effective May 4, 2016.

**A motion was made by Councilmember McGuire, seconded by Vice Mayor Sivigny that the Action Item be approved. The motion carried by poll vote, unanimous**

**8F. Request to Approve Emergency Repairs to Visitors Center Women's Restroom**

It was moved to approve after-the-fact mold remediation and repairs of the Women's Restroom in the Visitors Center and payment of a \$1,000 insurance deductible to make necessary repairs.

**A motion was made by Councilmember McGuire, seconded by Vice Mayor Sivigny that the Action Item be approved. The motion carried by poll vote, unanimous**

**9. Closed Session**

Vice Mayor Sivigny moved that the Council convene in closed session to discuss as permitted by Virginia Code §2.2-37711(A)(1) a personnel matter involving salary or other compensation of a specific employee. Councilmember McGuire seconded. **The motion carried by poll vote, unanimously.**

The Council came out of closed session at 8:01 p.m. Vice Mayor Sivigny 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 under the provisions of the Virginia Freedom of Information Act cited in that motion. Councilmember McGuire seconded. **Motion passed,**

**Ayes- Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.**

**10. Request to Adopt Budget (continued from Regular Business)**

**8A. Request to Adopt and Appropriate FY 2017 Budget and Tax Rates**

It was moved to set a Real Estate Tax Rate for the Fiscal Year 2016 beginning July 1, 2016 of \$.12 per \$100 of assessed valuation.

AND

It was moved to set a Meals Tax Rate for the Fiscal Year 2017 beginning July 1, 2016 of (3%) three percent.

AND

It was moved to set a Transient Tax Rate for the Fiscal Year 2017 beginning July 1, 2016 of (2%) two percent.

AND

It was moved to adopt the Fiscal Year 2017 Budget beginning July 1, 2016 as presented in the amount of \$685,415 and appropriate the funds for the expenditures shown in the budget.

AND

It was moved to adopt the Fiscal Year 2017 Capital Improvement Plan beginning July 1, 2016 as presented in the amount of \$337,000 and appropriate the funds for the expenditures shown in the budget.

AND

It was moved to adopt the Fiscal Year 2017 Mamie Davis Fund beginning July 1, 2016 as presented in the amount of \$2,000 and appropriate the funds for the expenditures shown in the budget.

AND

It was moved to adopt the Fiscal Year 2017 Craft Show Fund beginning July 1, 2016 as presented in the amount of \$217,125 for revenues and \$104,108 for expenditures and appropriate the funds for the expenditures shown in the budget.

**A motion was made by Councilmember McGuire, seconded by Councilmember Dawson that the Action Item be approved. Motion passed, Ayes- Councilmember**

**Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.**

#### **11. Additional Business**

Mayor Quist stated that Councilmember Brown submitted his resignation from the Town Council effective May 4, 2016. He has taken a new position and relocated to Florida.

It was moved to appoint Cindy Fithian to fulfill the remainder of Councilmember Brown's term through June 30, 2016.

**A motion was made by Drakes, seconded by Councilmember McGuire that the Action Item be approved. The motion carried by poll vote, unanimous**

#### **12. Adjournment**

The meeting was adjourned at 8:03 p.m.

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Christopher Coon  
Town Clerk



**OCCOQUAN TOWN COUNCIL**  
**Work Session Meeting - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, May 17, 2016**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Matthew Dawson, Jim Drakes, Cindy Fithian and Joe McGuire.  
Staff: Kirstyn Jovanovich, Town Manager; Chris Coon, Town Clerk; Abigail Breeding, Town Treasurer; Donna Brown, Events and Community Development Director

**1. Call to Order**

Mayor Quist called the meeting to order at 7:03 p.m.

**2. Regular Items**

**A. Treasurer's Report - FY16 Year to Date Report (Third Quarter)**

Ms. Breeding stated that the General Fund actual Net Income is \$10,700 above budget. General Fund actual Net income is \$19,800 below last year's General Fund Net income. She stated that the Town has received \$4,800 in Brick Revenue as of March 2016. The Services Expense/Revenue Engineering for River Mill Park is \$723,400.

**B. Arts and Crafts Spring Show Update**

Ms. Brown stated as of May 12, 2016 there are 247 vendors compared to 255 total vendors for Spring 2015 Craft Show. She stated there are currently five sponsors, one being in kind. That sponsor is a photographer that is going to be the event photographer and those photos will be used for marketing purposes. The sponsor is not requesting payment only recognition when photos are used and on the Town website. She also stated that the Craft Show is under budget for the trash collection. Certain paid contractors used in previous shows have notified us that they will not be available for this or future shows. Ms. Brown stated that she has volunteers from VCU scheduled to help with trash collection. In exchange for their help, the Town will donate \$1,000 to their organization, the VCU Men's Crew Team. She also stated that Bucky will have two additional helpers that will each receive payment of approximately \$500. With these changes, the cost of trash collection is being reduced by \$500. Ms. Brown stated that she was in the process of speaking with individuals and local community groups about volunteering. She also stated that we are under budget for advertising. For entertainment, Ms. Brown hired a DJ to play all day Saturday and Sunday, and she has also booked free entertainment for children. The children's section will have a magician and an entertainment company that will feature a Captain America character and an Elsa character from Frozen to take pictures with attendees. There will also be a face painter in the children's corner. The printed program will contain a schedule of

events for the Craft Show. The program can be accessed online and printed copies are available at the shuttle stops. She closed by stating that the Craft Show, as of May 2016, is on pace with the approved budget.

### 3. Adjournment

Mayor Quist adjourned the meeting at 7:26 p.m.

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Christopher Coon  
Town Clerk

DRAFT



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**TOWN COUNCIL**  
Elizabeth A. C. Quist, Mayor  
Patrick A. Sivigny, Vice Mayor  
J. Matthew Dawson  
Jim Drakes  
Cindy Fithian  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

**BUILDING OFFICIAL**  
Joseph E. Barbeau, Jr.

## MAY 2016 REPORT TO THE TOWN COUNCIL BUILDING OFFICIAL REPORT

### PERMITS ISSUED

5/23/2016, 314 Mill St, Plumbing to replace failed sewer lateral at Town Hall  
5/23/2016, Visitors Center, Plumbing to repair leaks and re-pipe bathrooms  
5/27/2016, Building to replace sheetrock at Visitor Center bathroom

### CERTIFICATES OF OCCUPANCY ISSUED

No Certificates of Occupancy have been issued.

### INSPECTIONS

Date	Activity
5/5/2016	Footing Inspection at 1603 Mount High St. Approved
5/17/2016	Footing Inspection 108 Vista Knoll Dr. Approved
5/19/2016	Electrical Final Inspection for Panel replacement, 204 Brawners Farm Pl. Approved
5/23/2016	Footing Inspection 308 Commerce St. Approved
5/24/2016	Sewer Line Installation Inspection, Town Hall. Approved
5/25/2016	Final Deck Inspection, 108 Vista Knoll Dr. Approved
5/25/2016	Plumbing Rough Inspection, Visitors Center. Approved
5/25/2016	Rough Inspections for Building and Electrical, 1603 Mount High St.

### DOCUMENT REVIEW

A meeting was held on 5/27/2016 regarding issues with the conduit location for the lights inside River Mill Park. A proposal suggested by the Town Manager to relocate these lights from the wall to along the inside trail was roundly accepted as the solution as it alleviated safety and installation concerns for all parties, allowing the project to move forward.

### ACTIONS

The aggrieved party (Kiely) 430 Mill Street has filed for Technical Review Board by the Commonwealth. A preliminary hearing was held at Town Hall, a hearing before the Technical Review Board will take place in the late summer, and a decision can be expected in the fall. Further updates will be made as new information becomes available.

### RECOMMENDATIONS

There are no recommendations for the Council at this time.

**End of Report, submitted on 05/31/2016.**



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Cindy Fithian  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

## **Town Manager's Report Town Council Meeting - June 7, 2016**

### **Delinquencies**

Meals Tax Delinquencies: Riverside Coffee and Mini Mart (March and April).

### **Leadership Prince William**

Successfully completed the Leadership Prince William program and participated in commencement exercises on June 3, 2016.

### **Kayak/Canoe Launch**

Submitted required grant documentation to DCR on April 28, 2016 for the ADA Canoe/Kayak Launch project. Funding for construction is identified as part of the FY 2017 Proposed Budget and CIP. Waiting on grant funding to begin RFP process for construction.

### **Comprehensive Plan Update**

Continuing to assist the Planning Commission in the update of the Comprehensive Plan. A draft of the Comprehensive Plan will be presented to the Town Council for review and discussion during the June 21, 2016 Work Session.

### **Eagle Scout Projects**

Currently working with two Eagle Scout candidates to develop a raised garden bed and trash can enclosure behind town hall and benches for River Mill Park.

### **River Mill Park Opening**

The Footbridge was officially open on June 3, 2016. Lighting will be added at a later date. Due to issues with locating the conduit on the wall inside the park, the lights inside the park have been moved to the downward slope along the trail. This will allow the lights to be installed outside of the membrane area and allow the project to continue moving forward. A grand opening is being planned for late July.

### **Tanyard Hill Property**

Working on preparing a rezoning request and comprehensive plan amendment for Prince William County in order to allow the installation of a trail and signage on the Tanyard Hill (Oaks III) property. The submission is expected before the Board of Supervisors in the fall.

### **Visitors Center/Town Hall Plumbing Repairs**

A section of sewer lateral was replaced at Town Hall due to the frequency of backups occurring in the system. The section of lateral that was replaced was terracotta and had settled in such a way that sections of the pipe had become un-level, causing inefficient drainage into the system. These repairs were not covered by insurance.

Repairs were made at the Visitors Center to cap off the copper pipe under the building and reroute new PVC piping in the walls and ceiling. This should resolve any issues related to leaks in the restrooms and allow for easier access in the future for necessary repairs. These repairs were not covered by insurance.

-END-



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Jim Drakes  
Cindy Fithian  
Joe McGuire

**TOWN MANAGER**  
Kirstyn Barr Jovanovich

**CHIEF OF POLICE**  
**TOWN SERGEANT**  
Sheldon E. Levi

## MAY 2016 REPORT TO THE TOWN COUNCIL CHIEF OF POLICE REPORT

### **From April:**

- Assisted a citizen who was struggling to get up Tanyard Hill on a bicycle after dark. I put his bicycle in the back of the cruiser and gave him a ride to Old Bridge Road and Clipper Drive.
- Saw a solicitor walking on Mill Street. I identified the solicitor and his partner, explained they needed to get a permit to solicit, and asked them to leave the Town. They were cooperative and left.
- All OPD officers worked in support of Comcast Cares Day.

### **May:**

- Four Hills 5K race that was scheduled for 05/22/2016 was cancelled by the organizer.
- Sheriff Hill hosted the kick off of the 2016 Torch Run in the Town.
- Returned to Town on 05/02/2016 to assist the Town Manger with flooding on Mill Street in front of the Visitor's Center. Service Authority responded and cleared out the drain that was causing the problem.
- Chased off trespassers who were fishing from Fairfax Water property.
- Directed traffic on Mill Street to create a safe working area for Service Authority. They were servicing a sewer in front of Madigan's.
- Came in on a Saturday and found an itinerant vendor had "set up shop" selling ice cream and snacks in the Town's Mill Street parking lot. She provided me with all the proper licensing for PWC, but was unaware she had to conform to our licensing requirements to operate in the Town as well. She said PWC told her she could operate anywhere within the County. I told her to contact Town Hall to find out what she needs to do for the Town's requirements, and then she left as asked.
- Responded to a residential burglar alarm on Washington Square Court. There was a malfunction of the alarm system. The address that was given however, was the original address of the property prior to the subdivision being built over five years ago. This caused a significant response delay while I looked for the address and eventually was able to see the error. I spoke with the owner, explained the error, and asked them to do whatever is necessary on their part to get this corrected. In addition, I notified PWC Communications of the error. Had this been a true emergency, a delayed response could have had a very negative effect on the outcome.

- Handled two motor vehicle accidents that occurred in the Town. Property damage only.
- Attended the Special Olympics Torch Run kickoff event.
- Memorial Day Weekend we had law enforcement coverage on Friday (OPD officers), Saturday and Sunday (PWCSO) nights till 0300 each night. On Friday night there were heated discussions with the management of the Down Under Pub about our very obvious presence. They were critical of our presence despite the fact our complaints are about the area in front of their establishment. At approximately 0100 we had to arrest a male for being drunk in public in the church parking lot and for an outstanding arrest warrant out of Hopewell, VA. On Saturday morning I received an e-mail from a Gaslight Landing resident thanking us for our efforts and the fact of how quiet a night it was. The deputies reported they did not have any issues with anyone on Saturday and Sunday nights. There were sarcastic comments from patrons of the Down Under about their presence while pedestrians in the area were pleased to see their presence. The deputies spoke with bar management and the conversations were "...pleasant and well received." On Sunday night; "Engaged a few patrons at 301 Mill Street while on foot patrol, they had a few sarcastic comments about our presence but management did a good job of reminding them of their designated smoking area and to keep the volume of their conversations down".

-END-



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> June 7, 2016
<b>8 A:</b> Request to Set Not To Exceed Amount for Purchase of Park Maintenance Vehicle	

**Explanation and Summary:**

This is a request to purchase a park maintenance vehicle for use inside River Mill Park. The Town's maintenance truck cannot access inside the park due to weight limitations and size restrictions. The Town is researching new and used options for a Gator or similar vehicle in order to perform maintenance work inside the park, for special events, and during inclement weather.

**Town Manager's Recommendation:** Recommend approval.

**Cost and Financing:** \$5,000  
**Account Number:** CIP - River Mill Park

**Proposed/Suggested Motion:**

"I move to set a not to exceed amount of \$5,000 for purchase of a Park Maintenance Vehicle."

OR

Other action Council deems appropriate.

**Attachments:** FY 2016 CIP Projects List

### FY 2016 CIP Projects

Project	Category	Status	Budget	Estimated Costs	Difference	Notes
Town Hall Roof	Building Maintenance/ Annex Improvements	Complete	\$ 15,000	\$ 11,500	\$ 3,500	Actual Cost
Intersection Improvements	Mill Street Revitalization Project	In Progress	\$ 25,000	\$ 3,600	\$ 21,400	Cost incurred through Engineering - Legacy
Kayak Ramp	Kayak Ramp	In Progress	\$ 36,000	\$ 5,000	\$ 31,000	Permitting; filing grant documentation
River Mill Park	River Mill Park	In Progress	\$ 750,000	\$ 750,000	\$ -	PWC Contribution
Document Management	Document Management	In Progress	\$ 20,000	\$ -	\$ 20,000	Delay to FY2017
Comprehensive Plan Update	Comprehensive Plan Review/Update	In Progress	\$ 5,000	\$ 6,000	\$ (1,000)	\$1,000 from SWM Project Item
Conference Room	Conference Room - Town Hall	Complete	\$ 2,000	\$ 1,100	\$ 900	Actual Cost
Craft Show Gaslight Banners	Mill Street Revitalization Project	Complete	\$ 4,150	\$ 4,150	\$ -	Actual Cost
Street Markings	Mill Street Revitalization Project	Complete	\$ 7,500	\$ 6,602	\$ 898	Actual Cost
A/V Equipment	A/V Equipment - Town Hall	Not Started	\$ 5,000	\$ -	\$ 5,000	Delay until FY17
123 Bridge Parking	Mill Street Revitalization Project	Not Started	\$ 15,000	\$ -	\$ 15,000	Restriping under bridge, town lot
Sign Replacement	Mill Street Revitalization Project	Complete	\$ 2,000	\$ 2,060	\$ (60)	Actual Cost
River Mill Park - Trash Cans, pet waste station, signs	Mill Street Revitalization Project	In Progress	\$ 96,000	\$ 13,750	\$ 82,250	Potential for Reimbursement
Stormwater System Study	Stormwater Management	Not Started	\$ 4,000	\$ -	\$ 4,000	In FY 2017 Budget
Town Hall Sewer Later Replacement	Building Maintenance/ Annex Improvements	Complete	\$ -	\$ 5,895	\$ (5,895)	Emergency Repair
Visitors Center Plumbing Repairs	Building Maintenance/ Annex Improvements	Complete	\$ -	\$ 3,625	\$ (3,625)	Includes Ins. Ded and Pipe Replacement
Park Maintenance Vehicle	River Mill Park	Not Started	\$0	\$5,000	\$ (5,000)	

\$68,282 \$ 168,368

Planned CIP by 6/30/16 \$87,246 \$18,964



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> June 7, 2016
<b>8 B:</b> Request for After-the-Fact Approval of Emergency Plumbing Repairs at Visitors Center	

**Explanation and Summary:**

On May 4, 2016, Town Council approved repairs to the Visitors Center related to mold remediation caused by a leak found in the Women's restroom. This work is covered under the Town's insurance with a \$1,000 deductible.

Since that time, another leak was discovered under the floor of the Women's restroom. In order to repair the leak, the floor would have to be jackhammered, repaired and retiled. The cost to repair compared to replacing the copper pipe under the floor with pvc in the walls and ceiling was comparable. As a result, the copper piping was capped and new pvc pipe was run for the women's and men's restrooms. This should significantly reduce the chance for future issues and allow for easier access and repair when there are issues.

This work has already been performed. This is a request to approve after the fact emergency replacement of the plumbing and water heater at the Visitors Center in the amount of \$2,625. This repair is not covered under the Town's insurance.

**Town Manager's Recommendation:** The repair work has been completed; recommend approval.

**Cost and Financing:** \$2,625  
**Account Number:** CIP - Building Maintenance

**Proposed/Suggested Motion:**

"I move to approve after-the-fact emergency plumbing repairs at the Visitors Center in the amount of \$2,625."

OR

Other action Council deems appropriate.

**Attachments:** FY 2016 CIP Projects List

### FY 2016 CIP Projects

Project	Category	Status	Budget	Estimated Costs	Difference	Notes
Town Hall Roof	Building Maintenance/ Annex Improvements	Complete	\$ 15,000	\$ 11,500	\$ 3,500	Actual Cost
Intersection Improvements	Mill Street Revitalization Project	In Progress	\$ 25,000	\$ 3,600	\$ 21,400	Cost incurred through Engineering - Legacy
Kayak Ramp	Kayak Ramp	In Progress	\$ 36,000	\$ 5,000	\$ 31,000	Permitting; filing grant documentation
River Mill Park	River Mill Park	In Progress	\$ 750,000	\$ 750,000	\$ -	PWC Contribution
Document Management	Document Management	In Progress	\$ 20,000	\$ -	\$ 20,000	Delay to FY2017
Comprehensive Plan Update	Comprehensive Plan Review/Update	In Progress	\$ 5,000	\$ 6,000	\$ (1,000)	\$1,000 from SWM Project Item
Conference Room	Conference Room - Town Hall	Complete	\$ 2,000	\$ 1,100	\$ 900	Actual Cost
Craft Show Gaslight Banners	Mill Street Revitalization Project	Complete	\$ 4,150	\$ 4,150	\$ -	Actual Cost
Street Markings	Mill Street Revitalization Project	Complete	\$ 7,500	\$ 6,602	\$ 898	Actual Cost
A/V Equipment	A/V Equipment - Town Hall	Not Started	\$ 5,000	\$ -	\$ 5,000	Delay until FY17
123 Bridge Parking	Mill Street Revitalization Project	Not Started	\$ 15,000	\$ -	\$ 15,000	Restriping under bridge, town lot
Sign Replacement	Mill Street Revitalization Project	Complete	\$ 2,000	\$ 2,060	\$ (60)	Actual Cost
River Mill Park - Trash Cans, pet waste station, signs	Mill Street Revitalization Project	In Progress	\$ 96,000	\$ 13,750	\$ 82,250	Potential for Reimbursement
Stormwater System Study	Stormwater Management	Not Started	\$ 4,000	\$ -	\$ 4,000	In FY 2017 Budget
Town Hall Sewer Later Replacement	Building Maintenance/ Annex Improvements	Complete	\$ -	\$ 5,895	\$ (5,895)	Emergency Repair
Visitors Center Plumbing Repairs	Building Maintenance/ Annex Improvements	Complete	\$ -	\$ 3,625	\$ (3,625)	Includes Ins. Ded and Pipe Replacement
Park Maintenance Vehicle	River Mill Park	Not Started	\$0	\$5,000	\$ (5,000)	

**\$68,282 \$ 168,368**

**Planned CIP by 6/30/16 \$87,246 \$18,964**



**TOWN OF OCCOQUAN**  
**TOWN COUNCIL MEETING**  
Agenda Communication

<b>8. Regular Business</b>	<b>Meeting Date:</b> June 7, 2016
<b>8 C:</b> Request for After-the-Fact Approval of Emergency Plumbing Repairs at Town Hall	

**Explanation and Summary:**

After experiencing several issues with the Town's plumbing system within the last several months, the system was jetted and inspected with a camera. A section of the sewer lateral was found to be terracotta and had settled in a manner that caused the sections to become uneven and not allow the even and efficient flow of materials through the system causing frequent blockages. As a result, this section of sewer lateral was replaced with PVC pipe. This work has been completed and not covered under the Town's insurance.

**Town Manager's Recommendation:** The repair work has been completed; recommend approval.

**Cost and Financing:** \$5,895  
**Account Number:** CIP - Building Maintenance

**Proposed/Suggested Motion:**

"I move to approve after-the-fact emergency plumbing repairs at Town Hall in the amount of \$5,895."

OR

Other action Council deems appropriate.

**Attachments:** FY 2016 CIP Projects List

### FY 2016 CIP Projects

Project	Category	Status	Budget	Estimated Costs	Difference	Notes
Town Hall Roof	Building Maintenance/ Annex Improvements	Complete	\$ 15,000	\$ 11,500	\$ 3,500	Actual Cost
Intersection Improvements	Mill Street Revitalization Project	In Progress	\$ 25,000	\$ 3,600	\$ 21,400	Cost incurred through Engineering - Legacy
Kayak Ramp	Kayak Ramp	In Progress	\$ 36,000	\$ 5,000	\$ 31,000	Permitting; filing grant documentation
River Mill Park	River Mill Park	In Progress	\$ 750,000	\$ 750,000	\$ -	PWC Contribution
Document Management	Document Management	In Progress	\$ 20,000	\$ -	\$ 20,000	Delay to FY2017
Comprehensive Plan Update	Comprehensive Plan Review/Update	In Progress	\$ 5,000	\$ 6,000	\$ (1,000)	\$1,000 from SWM Project Item
Conference Room	Conference Room - Town Hall	Complete	\$ 2,000	\$ 1,100	\$ 900	Actual Cost
Craft Show Gaslight Banners	Mill Street Revitalization Project	Complete	\$ 4,150	\$ 4,150	\$ -	Actual Cost
Street Markings	Mill Street Revitalization Project	Complete	\$ 7,500	\$ 6,602	\$ 898	Actual Cost
A/V Equipment	A/V Equipment - Town Hall	Not Started	\$ 5,000	\$ -	\$ 5,000	Delay until FY17
123 Bridge Parking	Mill Street Revitalization Project	Not Started	\$ 15,000	\$ -	\$ 15,000	Restriping under bridge, town lot
Sign Replacement	Mill Street Revitalization Project	Complete	\$ 2,000	\$ 2,060	\$ (60)	Actual Cost
River Mill Park - Trash Cans, pet waste station, signs	Mill Street Revitalization Project	In Progress	\$ 96,000	\$ 13,750	\$ 82,250	Potential for Reimbursement
Stormwater System Study	Stormwater Management	Not Started	\$ 4,000	\$ -	\$ 4,000	In FY 2017 Budget
Town Hall Sewer Later Replacement	Building Maintenance/ Annex Improvements	Complete	\$ -	\$ 5,895	\$ (5,895)	Emergency Repair
Visitors Center Plumbing Repairs	Building Maintenance/ Annex Improvements	Complete	\$ -	\$ 3,625	\$ (3,625)	Includes Ins. Ded and Pipe Replacement
Park Maintenance Vehicle	River Mill Park	Not Started	\$0	\$5,000	\$ (5,000)	

\$68,282 \$ 168,368

Planned CIP by 6/30/16 \$87,246 \$18,964