



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.

Christopher Coon
Town Clerk