



**OCCOQUAN TOWN COUNCIL**  
**Regular Meeting Minutes - DRAFT**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, April 5, 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; Abigail Breeding, Town Treasurer;

**Absent:** Councilmember Tyler Brown; Chris Coon, Town Clerk

**1. Call to Order**

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

**2. Pledge of Allegiance**

**3. Citizens Time**

Lance Houghton, 127 Washington Street, stated that there is an issue with one of the stop signs located at the intersection of Ellicott Street and Tanyard Hill Road. He also inquired about a letter he received from the Town in response to his complaint about a sign in front of his property, Rockledge Mansion, 430 Mill Street. He inquired about when the sign would no longer be considered a temporary sign and if it would then have to be removed.

Steve Vonderheide, 311 Mill Street, inquired about the floodplain manager appointment and wanted information prior to the public hearing on the proposed budget. He requested that Council provide information on the number of new homes built in the last five years and the projected new homes to be built in the future. He also wanted to know about the number of new restaurants that have opened in the last five years.

**4. Approval of Minutes**

It was moved to approve the minutes of the March 1, 2016 Regular Meeting and March 15, 2016 Special and Work Session Minutes.

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

**5. Councilmember Reports**

Councilmember McGuire stated the Planning Commission began looking at a broad scope of where the Town wants to be in twenty years, and there will be more information after the next Planning Commission meeting regarding the Comprehensive Plan update.

## 6. Mayor's Report

Mayor Quist inquired about the appointment of additional members to the Planning Commission and mentioned that Councilman McGuire previously noted that Anne Kisling, a previous Planning Commission member, was interested in serving on the Planning Commission again. The Council directed staff to post a call for interested Planning Commission members in an effort to appoint two additional members at the May 4, 2016 Regular Town Council meeting.

Mayor Quist also stated that the Town has been working with Prince William County staff and Supervisor Anderson's office to obtain additional funding for River Mill Park in order to complete the project as currently planned. The request for an additional \$125,000 will go before the Board of County Supervisors at the April 19, 2016 Board of Supervisors Meeting.

Mayor Quist stated that Prince William County conducted a watershed study that included Pond 28, located just outside on Town off Union Street/Tanyard Hill Road. The results of that study made Pond 28 a higher priority and the County has included water quality and flood control upgrades for the pond, which may benefit the Town. Once a construction time line is determined, the County will advise the Town.

## 7. Staff Reports

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

1. The State Technical Review Board has indicated that there will be a date set for an informal hearing for the Chris Kiely appeal. This has not yet been done and they indicated that they will have this hearing locally. Mr. Crim advised that it would be important to have the Town represented at that hearing.
2. The Limited Residential Lodging Act, Air BnB bill, was carried over to 2017, with a workgroup to look at the impact to report back by December 1, 2016.

Councilmember Drakes inquired about what the Limited Residential Lodging Act was aimed at accomplishing. Mr. Crim stated that the Bill would allow anyone to open a bed and breakfast and overrules any local ordinances.

**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 Phase II will be added next month.
2. River Mill Park Phase I is scheduled to get power to the building. The installation of the railing on the footbridge was scheduled to start this week, but issues with fabrication have put that project behind schedule. The Phase II contract has been signed and permits have been pulled for the Land Disturbance Activity.

Councilmember Drakes inquired about a projected date for the bridge opening. Mr. Reese stated that he didn't have a date but, it should be available for the Craft Show in June. Ms. Jovanovich verified that she has communicated with the Project Manager and

that the bridge will be completed and opened before the Craft Show and possibly before the end of May.

- C. **Building Official:** Mr. Barbeau was not present, however, his report was submitted as part of the meeting agenda. No questions were received.
- 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 the month. No further questions were received.
- E. **Chief of Police:** Chief Levi provided his March 2016 report with the agenda packet. No questions were received.
- 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 two sign applications and one exterior elevation application; both were approved.

## 8. Public Hearing

### 8A. Public Hearing on Proposed Fiscal Year 2017 Budget

Mayor Quist opened the public hearing at 7:24 p.m. and invited the public to provide comments on the Proposed FY 2017 Budget. No citizens spoke.

Mayor Quist closed the public hearing at 7:25 p.m.

## 9. Regular Business

### 9A. Request to Accept FY 2015 Financial Audit

It was moved to accept the Fiscal Year end June 30, 2015 Financial Report.

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

### 9B. Request to Purchase Replacement Signage

It was moved to approve the purchase of replacement signs in the amount of \$2,060 from the Fiscal Year 2016 CIP funds, Mill Street revitalization project, to be installed as part of Comcast Cares Day.

**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.**

## 10. 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 job assignments of specific employees. Councilmember McGuire seconded. **The motion carried by poll vote, unanimously.**

The Council came out of closed session at 7:57 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.**

### **11. Adjournment**

The meeting was adjourned at 7:58 p.m.

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Christopher Coon  
Town Clerk