



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.

Christopher Coon
Town Clerk