



TOWN OF OCCOQUAN
Circa 1734 • Chartered 1804 • Incorporated 1874

314 Mill Street
PO BOX 195
Occoquan, VA 22125
(703) 491-1918
www.OccoquanVA.gov
info@occoquanva.gov

Occoquan Town Council
Regular Meeting
December 5, 2017 | 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. November 8, 2017 Regular Meeting Minutes
 - b. November 21, 2017 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. Town Treasurer
 - f. Chief of Police
 - g. Boards and Commissions
8. **Regular Business**
 - a. Request to Adopt an Ordinance to Add Section 50-9 to the Town Code, Relating to Public Tree Maintenance
 - b. Request to Appropriate Additional Funding for River Mill Park Trail Project
 - c. Request to Appropriate FY2018 Funds for Poplar Alley Paving Project
 - d. Request to Appropriate Funding for Settlement Agreement
 - e. Request for Consideration of Appointment of Alternate Member to the Architectural Review Board
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.



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Wednesday, November 8, 2017
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; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Adam Linn, Chief of Police; Chris Coon, Town Clerk

1. Call to Order

Mayor Quist called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Citizens Time

None.

4. Approval of Minutes

It was moved to approve the minutes for the October 3, 2017 Regular and October 17, 2017, Work Session meetings.

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

5. Councilmember Reports

Councilmember Dawson reported that ARB had one Exterior Elevation that was approved for 313 Mill Street.

6. Mayor's Report

None.

7. Staff Reports

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

- i. Small Cell Facility** - Mr. Crim reported a draft franchise agreement and site license has been provided to Mobilitie. They have provided comments on the franchise agreement and the Town is waiting for their comments regarding the site license. He also indicated that each time Mobilitie wanted to install a small cell facility they would need to come to Town Council.
- ii. Recodification** - Mr. Crim reported he provided his comments to Town Staff.

Councilmember Drakes inquired about the powers Town Council had for approving or denying Mobilitie requests. Mr. Crim stated that it would be presented to Town Council and the Council would review for public safety concerns. He also indicated that in the Historic District the request would have to adhere to the ARB Guidelines.

- B. Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. No questions were received.
- 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 submitted a manager's report as part of the meeting agenda. No questions were received.
- E. Town Treasurer:** Ms. Rodriguez was not present; however, a treasurer's report was submitted during the meeting. No questions were received.
- F. Chief of Police:** Chief Linn provided a report with the agenda. He also reported that Jorge Feliciano resigned as an auxiliary officer.

Vice Mayor Sivigny inquired about if the \$200 additional fine for speeding on Washington Street and Tanyard Hill Road has been applied recently. Chief stated that one speeding ticket has been enforced and the additional \$200 fine was not applied.

G. Boards and Commissions:

Planning Commission: Chairman McGuire reported that the Planning Commission discussed organizational matters.

8. Regular Business

8A. Request to Approve Site Plan for 113 Poplar Lane

It was moved to approve the site plan for 113 Poplar Lane - Pool Improvement, contingent on the purchase of phosphorus credits and completion and submission of erosion and sediment control bond and agreement.

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

8B. Request to Approve Subdivision Plat for 205 Union

It was moved to recommend approval of the 205 Union Street Subdivision Plat.

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 Amount for Installation and Maintenance of Holiday Wreaths and Repairs to Electrical Outlets on Dominion Poles

It was moved to set a not-to-exceed amount of \$4,500 for the purpose of mounting and maintaining holiday wreaths, and repairing electrical outlets on Dominion poles.

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

8D. Request to Approve Not-To-Exceed Amount for Manufacture of Hardware and Installation of Light Facilities on Pedestrian Bridge

It was moved to set a not-to-exceed amount of \$5,000 for the manufacture of hardware and the installation of light facilities along the VDOT pedestrian bridge.

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

8E. Request for Consideration of Reappointment of Members to Architectural Review Board

It was moved to reappoint Brenda Seefeldt and Carol Bailey to the Architectural Review Board, effective November 8, 2017.

A motion was made by Councilmember Dawson, seconded by Councilmember Fithian 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 the following permitted by the Virginia Code Session 2.2-3711(A)(1), a personnel matter involving appointment or promotion of particular officers or employees. Also, to discuss the following permitted by the Virginia Code Session 2.2-3711(A)(8) consultation with of legal counsel or another matter involving advice of counsel, specifically River Mill Park construction. Councilmember McGuire seconded. The motion carried unanimously. Closed Session began at 7:25 p.m.

The Council came out of closed session at 8:26 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 Fithian, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

It was moved to no longer have the Town administer or enforce the Building Code, allowing Prince William County to do so, pursuant to the Virginia State Code.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Fithian that the Action Item be approved. The motion carried by poll vote, 4 Ayes (Drakes, Fithian, McGuire, Sivigny) and 1 Nay (Dawson), motion passes 4-1.

It was moved to allow Town staff to take appropriate action as it was discussed during the Closed Session in regards to River Mill Park.

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.

10. Adjournment

The meeting was adjourned at 8:28 p.m.

Christopher Coon, Town Clerk

DRAFT



OCCOQUAN TOWN COUNCIL
Work Session Minutes - DRAFT
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, November 21, 2017
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Jim Drakes and Cindy Fithian

Staff: Kirstyn Jovanovich, Town Manager; Chris Coon, Town Clerk; Adam Linn, Police Chief; Carla Rodriguez, Town Treasurer; Julie Little, Events and Community Development Director

Absent: Councilmembers Matthew Dawson and Joe McGuire

1. Call to Order

Mayor Quist called the meeting to order at 7:05 p.m.

2. Regular Items

A. Treasurer's Report - FY 2017 End of Year Final Report

Carla Rodriguez, Town Treasurer, provided the FY2017 End of Year report.

- General Fund actual net income is \$101,946 above budget.
- General Fund actual net income is \$75,146 above General Fund net income for June 30, 2016.
- General Fund FY2017 has pending payments totaling \$97,797 for Poplar Alley paving and the River Mill Park project.
- Meals Tax revenue as of June 30, 2017 is \$38,205 above budget, due to restaurants doing better than previous years.
- Public Safety Fines for FY2017 is \$21,573 above revenue budget.
- Legal Services for FY2017 is \$18,719 above the expense budget.
- Mamie Davis income and expenses are more than budgeted because of the Dump Truck accident.

B. Arts and Crafts Show Report - Spring and Fall 2017

Ms. Little reported that the Spring Craft Show had 236 vendors with 69 of those being new vendors. The total number of vendors was 14 less than the prior Spring Craft Show. The 2017 Spring Craft Show revenue was \$54,295. She also reported that that Fall Craft Show had 253 vendors with 62 of them being new vendors. The total number of vendors was 28 less than the prior Fall Craft Show. The 2017 Fall Craft Show revenue was \$58,604.

Councilmember Drakes inquired about how Ms. Little intends on increasing the number of vendors. Ms. Little stated that she is going to focus on advertising and promoting the show. Town Council discussed the direction they want to see the Craft Show to move. Town Council then discussed if higher quality vendors or the number of vendors were more important. It was suggested to create a committee of individuals in the community to provide guidance for the 2020 Craft Shows.

C. Legislative Priorities

Ms. Jovanovich provided Council with Virginia Municipal League's (VML) Legislative Agenda. She brought special attention to the Communications Tax and the Tax Reform for Historic tax credits. Both legislative items would impact the Town. Chief Linn presented his findings after researching the cost of implementing a "Block the Box" camera at the intersection of Route 123 and Commerce Street.

Chief Linn indicated that only one, (ATS), of the three companies he contacted would be willing to install cameras for the "Block the Box" offenses. All companies stated that they would not install the cameras unless the Virginia State Code explicitly allows the use of "Block the Box" camera enforcement. VDOT also indicated that they would not allow cameras to be installed on their poles or equipment unless the use was explicitly allowed by the Virginia State Code. ATS currently provides a pilot program for "Block the Box" camera enforcement service in Chicago and New York. The company stated that they estimate that the cost for the camera would be \$3,800 per month with a contract minimum of 48 months totaling \$182,400 over four years. Chief Linn indicated that it would require an estimated 20 hours staff time a week, depending on infractions, for a certified officer to review the videos/images to verify there was an infraction and run the vehicle information.

Council discussed if it would be more beneficial to have that officer at that intersection for compliance. After discussion and by consensus, Council decided to not direct the Town Attorney to begin working on the Town Charter change at this time.

Ms. Jovanovich also presented consolidated billing which would allow Prince William County to collect taxes for the Town of Occoquan. She stated that there is a proposal for Loudon County to collect taxes and delinquencies for the Town of Leesburg. This action would benefit the Town of Occoquan if Prince William County collected Vehicle Licensing fees and delinquent taxes.

Council discussed the benefits and disadvantages of having Prince William County collect some taxes for the Town. Ms. Jovanovich stated that this would help reduce staff work load and help with increase compliance. The Vehicle Licensing fee is also collected by the Town because if it was not then the County would collect and maintain that revenue. One disadvantage would be the Town would no longer issue stickers that many residents enjoy having. Ms. Jovanovich stated that the Town could create a decal or bumper sticker to give to residents. For delinquent taxes, the County has more resources to gain compliance.

By consensus, Council directed Ms. Jovanovich to contact Prince William County Treasurer and receive more information in regards to the County collecting taxes for the Town.

D. Public Safety Assessment Presentation

Chief Linn presented the Public Safety Assessment for the Town. Chief Linn provided the results of the community survey and indicated that the majority of the surveys were completed by Town residents. The survey showed that 77.5% of respondents believe that that Town needs more police coverage. The top priorities for the respondents were pedestrian safety, protection of private property, and traffic enforcement. Chief Linn then presented the days and times that had the greatest calls for service.

Chief Linn then presented his opinion of the police services required to address the Town's needs. He stated that the national average for police departments is 2.4 officers per thousand population. When localities have less than 10,000 inhabitants, it is 3.5 officers per thousand population. Chief Linn provided information on several jurisdictions in Virginia that were similar in geographical size and population. Of the 16 localities referenced, Occoquan had the least amount of police coverage. Of those other localities, Occoquan also had the most daily traffic at 7,219. The closest locality to vehicle traffic was Haymarket with 6,250 and they employ seven full-time and one part-time officer. When compared to the other towns located in Prince William County, Occoquan has the most ABC Licensed establishments, second highest daily vehicular traffic and the least police coverage.

Chief Linn proposed four options to Town Council. He recommended either leaving the Police Department at 40 hour per week coverage or moving to "Calls for Service" police coverage, which would increase patrol hours and would include hiring additional part-time staff. Council asked Chief Linn to work on budget documents first draft to show how the "Calls for Service" option would affect the FY2019 budget.

Vice Mayor Sivigny inquired about how the part-time staff would be handled. Chief Linn stated that there would be a certain number of hours for part-time police coverage that would be budgeted and he would work with one to three officers to fulfill those hours throughout the year without going over the approved amount.

Mayor Quist inquired how the schedule would be addressed and if there would be one set schedule for the police. Chief Linn stated that he would want to have officers in town during high traffic times and scheduling would change if those trends begin to change.

Vice Mayor Sivigny inquired if funding is used to support additional police coverage, what services or equipment would be cut. Chief Linn and Ms. Jovanovich indicated that currently nothing would need to be cut due to a surplus in certain public safety funds. This is something they are aware of and keeping an eye on in case that changes.

By consensus, the Town Council moved Item F, Budget Work Session, up on the agenda.

F. Budget Work Session – FY2019 Goal Setting

Ms. Jovanovich stated that the Town received the GFOA Award for the FY2018 adopted budget. She inquired if Town Council would like to update their goals and priorities or remove priorities previously used. Council decided to provide staff with a prioritized list of the goals individually. If the Council does not agree on the prioritized list of goals, they will be organized in alphabetical order in the budget document. Councilmember Drakes and Council suggested updating 'parking issues' to 'parking management.'

E. Parking and Traffic Study Final Report

Ms. Jovanovich indicated that the final draft includes the addition of the implementation plan. She stated that this document will be used during the budget process to see how to incorporate the information provided to best serve the Town.

Councilmember Drakes inquired who would be making the decisions on what parts of the document would be implemented. Ms. Jovanovich stated that the budget committee would use this document as a planning document. Mayor Quist also pointed out that some of the suggestions in the study are items that have been established in the CIP plan. Councilmember Drakes inquired if the budget document could have notations that indicate where certain items from studies are incorporated into the budget.

Council discussed that strategic plans, studies, and comprehensive plans will be important documents in the future when the Town reviews historical actions and Council decisions. They directed staff to articulate what document or plan each budget item is associated with. Council also discussed creating a new strategic plan in the near future.

3. Adjournment

The meeting was adjourned at 9:39 p.m.

Christopher Coon, Town Clerk



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Jim Drakes
Cindy Fithian
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

TOWN ENGINEER
Bruce A. Reese, P.E., L.S.

Town Engineer's Report Town Council Meeting - December 5, 2017

Kayak/Canoe Launch - no change from last report

Two bids received, both over budget. Looking for alternative funding sources, working with Department of Conservation and Recreation (DCR).

Parking Study - update from last report

Study completed and delivered to Town.

River Mill Park - Moisture Issue in Storage Room - update from last report

Evaluating options for corrections as directed by Council during November meeting.

Tanyard Hill property - update from last report

Proffer Condition Amendment (PCA) required for any work on site or to add signage. Working with Prince William County (PWC) Planning staff to establish process and time frames. Pre-application meeting with PWC staff on 12/4/17.

Kiely Court Project - no change from last report

Land Disturbance Permit issued - construction to start soon.

Rivertown Project - update from last report

Land Disturbance Permit issued - construction started.

113 Poplar Lane - Site Plan for Swimming Pool - update from last report

Land Disturbance Permit issued - construction started.

-END-



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Tyler C. Brown
J. Matthew Dawson
Jim Drakes
Joe McGuire

TOWN MANAGER
Kirstyn Barr Jovanovich

NOVEMBER 2017 REPORT TO THE TOWN COUNCIL BUILDING OFFICIAL REPORT

PERMITS ISSUED

Electrical Permit for 217 Mill Street
Building Permit for 113 Poplar Lane

CERTIFICATES OF OCCUPANCY ISSUED

Temporary CO issued for 202 Commerce Street.

INSPECTIONS

Date	Activity
11/1/17	Rivertown, Groundwork Plumbing Lots 1-3
11/10/17	202 Commerce Street, Final Inspection
11/10/17	Rivertown, Waterline Inspection Lots 1-3
11/15/17	217 Mill Street, Final Inspection

DOCUMENT REVIEW

Review for swimming pool at 113 Popular Lane. Review application for electrical permit at 217 Mill Street. Still waiting on response to comments for Kiely Court plan review.

ACTIONS

Rivertown is on-going with construction of lots 1, 2, and 3.

RECOMMENDATIONS

There are no recommendations for the Council at this time.

OTHER

Review of an oil tank removal and replacement at 104 Poplar Lane. No decision has been made if a permit is needed as questions by the building official have been left unanswered. Third party inspections were performed for the townhome garage slabs at Rivertown. TCS have not seen the results from these inspections. The results need to be submitted before close-in inspections can be performed.

End of Report, submitted on 11/20/2017.



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Town Manager's Report Town Council Meeting - December 5, 2017

TOWN MANAGER
Kirstyn Barr Jovanovich

River Mill Park

The Town has ordered replacement parts and is coordinating with VDOT to reinstall the lighting along the pedestrian bridge.

Wreath Installation

The Town utilized assistance from the PWC Sheriff's Department and the OWL Volunteer Fire Department to hang the lighted holiday wreaths on Dominion Poles. The wreath installation was completed on November 28, 2017. Staff is still working to coordinate maintenance of the wreath's electrical with an electrician.

Intersection Improvements

Staff met with Supervisor Anderson and representatives from Prince William County on the VDOT Smart Scale projects. As a locality of PWC, the Town has partnered with the County to submit a grant request under the TAP program (30% local match) to fund intersection improvements at Mill/Ellicott and Mill/Washington Streets to update the sidewalk ramps and install crosswalks. This would be funding available in Fiscal Years 2019 and 2020, with the Town providing the required 30% local match. The application was submitted on November 1, 2017; notification of grant status is expected by spring.

Tanyard Hill (Oaks III) Rezoning and Comp Plan Amendment

Town staff will attend a pre-application meeting on Monday, December 4, with Prince William County staff on the rezoning and comprehensive plan amendment request. In addition, the Prince William County Board of Supervisors will consider a resolution to pay the fees associated with the application on behalf of the Town at their meeting on December 5, 2017. The rezoning and comprehensive plan amendment will allow the town to install signage, a trail, and other improvements on the park property.

Parking and Traffic Study

The final report was provided to the Town Council during the November work session. The document will be referenced during the upcoming budget cycle and discussed with Council in regards to program implementation.

Stormwater

Staff has reached out to Prince William County to obtain an estimate on the cost to be brought in under the County's Stormwater management program.

Recodification Update

Staff held a kick-off meeting on August 30, on the recodification process with American Legal. Staff has developed a list of recommended code updates and has provided the current code to

American Legal to begin the recodification process. The contractor will begin the legal review and staff will be bringing policy changes for Council consideration throughout the process. The process is expected to last through the remainder of the current fiscal year.

Development Activity

- Rivertown Overlook, 320 Center Street, LDP has been issued.
- Kiely Court, 430 Mill Street, LPD has been issued; building plans under review.
- 202 Commerce Street, Interior renovations for new business.
- 113 Poplar Alley, Swimming Pool.

Building Official Transition

Effective November 20, 2017, Prince William County serves as the Town's building official. A transition meeting was held with the County and town staff on November 16, 2017 and open permits have been transferred to the County. The final billing for TCS is under review.

Eagle Scout Projects

On November 4, 2017, Perry Schneider, an Eagle Scout candidate, built and installed new benches and concrete pads in front of Town Hall. In addition, another Eagle Scout candidate is scheduled to install new concrete pads in Mamie Davis Park in the spring.

Meetings, Trainings, and Events

- Old Bridge Road Corridor Study Kick-off Meeting, November 9
- Building Official Transition Meeting, November 16
- Tree Lighting Event, November 18
- ARB Meeting, November 21

-END-



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TOWN TREASURER
 Carla M. Rodriguez

Town Treasurer's Report Town Council Meeting - December 5, 2017

Audits

Audit Type	Current Status	Last FY Audit Completed	Next Steps/Action
Financial Audit	Undergoing FYE 2017 Audit Process	FYE 2016	FY2017 Field Work/Completed
Meals Tax Audit	Pending (2)	None	Documentation in review: Pink Bicycle Tea Room Bottle Stop Wine/Received documentation
BPOL Audit	Pending (3)	2012 License Year	Documentation in review: Fathom Realty/Received documentation 13 Magickal Moons Red Art and Design

Delinquencies

Meals Tax Delinquencies			
Business Name	Length of Delinquency (months)	Date of Last Notice	Status of Compliance
Occoquan Inn/Virginia Grill	2	8/31/17	Not Compliant
Pink Bicycle Tea Room	6	5/23/17	Not Compliant (pending audit) Update-Paid through May, 2017

Business License Delinquencies			
Business Name	Length of Delinquency	Date of Last Notice	Status of Compliance
Capital Custom Clothiers	10 months	8/8/17	Not compliant/Out of Business
Allstate Insurance/ Anthony Cancel	6 months	8/8/17	Not compliant/New Owner/reminder letter sent
Kaluca Art	6 months	8/8/17	Not compliant/reminder letter sent
Loric Counseling & Mediation	6 months	8/8/17	Not compliant/reminder letter sent
Meticulous Painting	6 months	8/8/17	Not compliant/reminder letter sent
Pin Curls Hair Salon	29 months	12/04/17	Not compliant/reminder letter sent
Quickpro Property Improvement	6 months	8/8/17	Not compliant/reminder letter sent
Real Estate Executive	6 months	8/8/17	Not compliant/reminder letter sent
Rivershore Charters	6 months	8/8/17	Not compliant/reminder letter sent
VACS LLC	6 months	8/8/17	Not compliant/reminder letter sent

Real Estate Delinquencies				
Property Owner	Length of Delinquency (Years)	Amount of Delinquency (Tax Only)	Date of Last Notice	Status of Compliance
Selecman, James	4 years	\$1,110	08/07/17	Not Compliant/Final Notice delivered by Chief
Caldwell, Linda V.	9 months	\$369.84	02/15/17	Not Compliant
Campbell, Rachel Jones	9 months	\$433.32	02/15/17	Not Compliant
Cruise, Claudia A	9 months	\$351.36	02/15/17	Not Compliant
Ekman, Dean & Tammy	9 months	\$997.20	02/15/17	Not Compliant
Fore, Ernest J.	2 years	\$810.10	02/15/17	Not Compliant
Gannon, James & Glenn	9 months	\$269.40	02/15/17	Not Compliant
Granny's Cottage	9 months	\$67.20	02/15/17	Not Compliant
Houghton, Lance	2 years	\$266.80	12/04/17	Not compliant/reminder letter sent
Paddock, Tracey & Grant	9 months	\$325.92	02/15/17	Not Compliant
Potter, Marvin & Marie	9 months	\$320.52	02/15/17	Not Compliant
Rivenburg, Earl & Emel	9 months	\$366.60	02/15/17	Not Compliant
Wojono, Ewelina	9 months	\$136.20	02/15/17	Not Compliant

Other Items of Note

None.



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**CHIEF OF POLICE/
 TOWN SERGEANT**
 Adam C. Linn

Occoquan Police Department

Monthly Town Council Report November 2017

Departmental Goals

(Set by Town Council in February 2016)

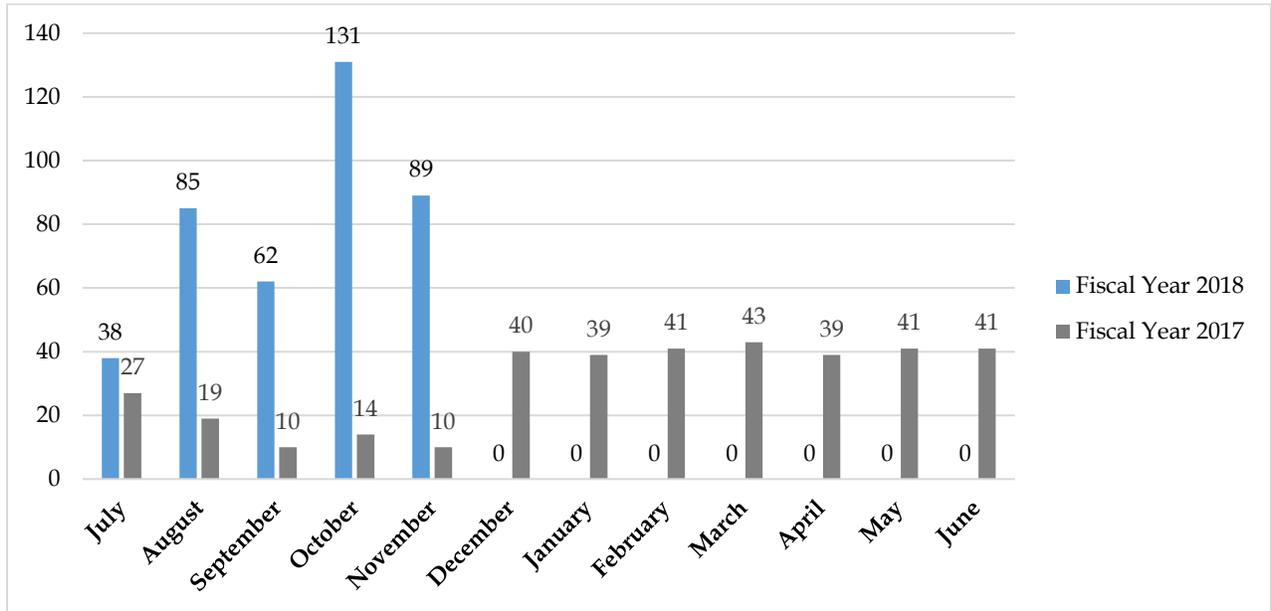
- Goal 1: Protection of private property
- Goal 2: Improvement of pedestrian safety
- Goal 3: Increased patrol hours including nights and weekends
- Goal 4: Prioritizing community meetings outside of town
- Goal 5: Updating department policies

Significant Incidents

Nature	Date	Location	Details
Court	11/2/2017	Manassas	Attended Prince William County General District Court.
Suspicious Person	11/4/2017	Town	Dispatched to W. Locust St. for complaint of suspicious person. Responded and identified the person as a reported missing person. Assisted person in returning to the assisted living facility.
Breaking and Entering	11/4/2017	Town	Dispatched to a breaking and entering call in Town. Responded with PWCPD officers. Searched the home and did not find any issues.
Rescue Response	11/9/2017	Town	Responded with Rescue for person in need of medical attention. Unable to locate the person in Town. Person was found in Lake Ridge area outside Town.
Animal Complaint	11/9/2017	Town	Responded to Commerce Street for report of dog at large.
Alarm	11/10/2017	Town	Dispatched to Washington Street for report of burglar alarm. PWCPD

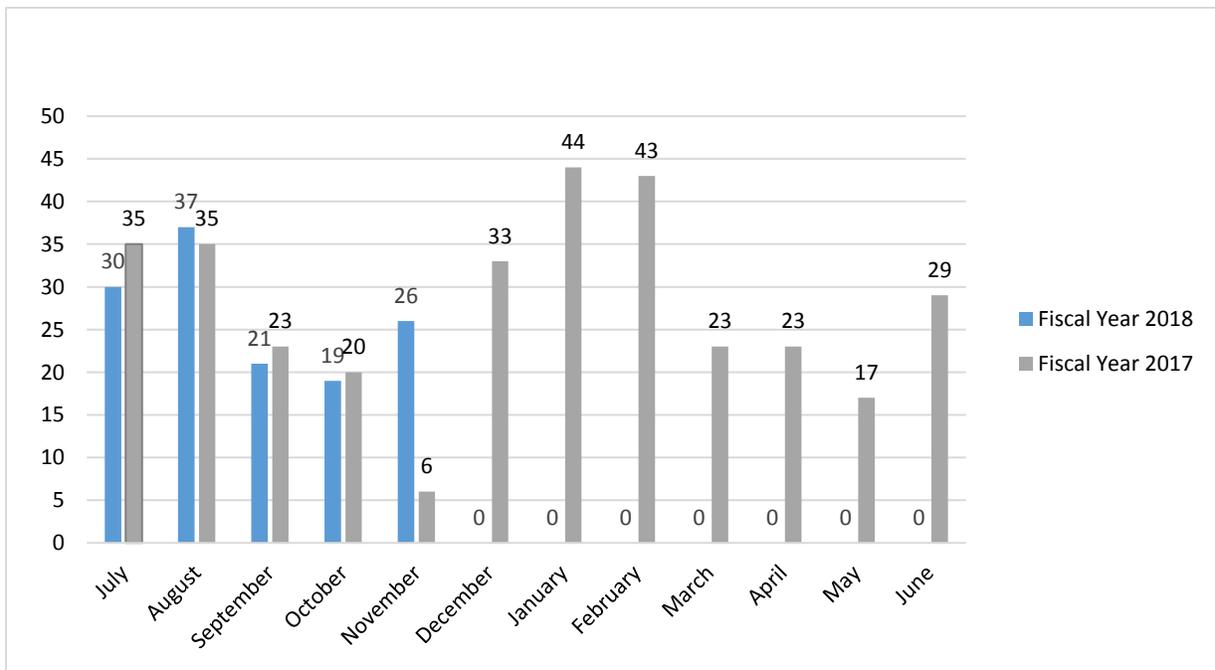
			responded. Met with owner and determined it was accidental.
Burglary/Theft	11/16/2017	Town	Received complaint that merchandise was stolen from a business on Mill St. Investigated and took theft report.
Unconscious Persons	11/16/2017	Town	Dispatched to 458 Mill St. with Rescue for report of 2 unconscious persons in a vehicle. Rescue was refused. Investigated and individuals were picked up and driven home.
Domestic Violence	11/17/2017	Town	Responded to call for domestic violence in Occoquan Heights. Individual located at residence was arrested.
Accident	11/17/2017	Town	Responded to accident involving a vehicle backing into Town Police car. Person was cited and accident report taken.
Hit and Run	11/20/2017	Town	Responded to Hit and Run on Mount High St. Investigated and located the vehicle and driver. Driver was issued a summons.
Attempted Suicide	11/20/2017	Town	Dispatched to Poplar Alley for attempted suicide. Responded and notified Rescue that scene was secure. Assisted Rescue with transporting individual to Hospital.
Service Request	11/24/2017	Town	Responded to several citizens who needed assistance with directions to the visitor center.
Drug Arrest	11/24/2017	Town	During traffic stop a small amount of illegal drugs were located and seized.
Underage Possession of Alcohol	11/24/2017	Town	Two teens were found in River Mill Park after dark with 2 bottles of beer. The teens dumped out the alcohol and disposed of the bottles and were released.
Accident	11/29/2017	Town	Trash truck struck and broke 2 lines off of a powerline pole in front of 304 Mill St. Stop the vehicle and contacted Dominion Power.
Service Request	11/29/2017	Town	Monitored and assisted traffic on Commerce Street and Gordon Blvd (123) during rush hours. Stopped several vehicles for blocking intersection.

Traffic Summonses FYTD (GRAPH) ¹



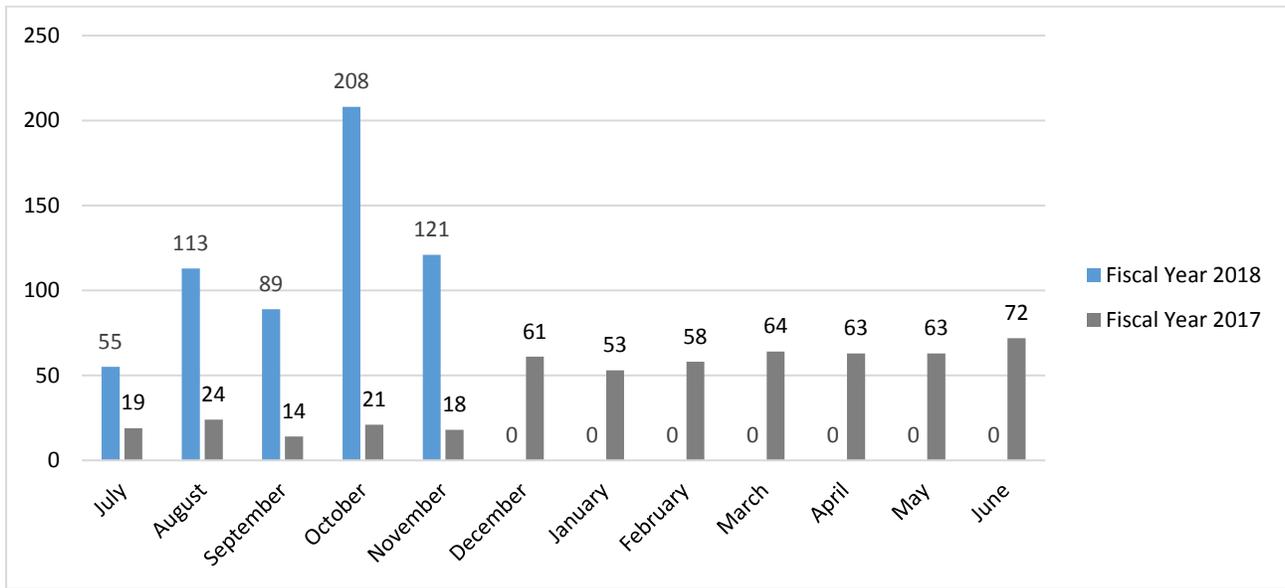
¹Goals 1, 2

Parking Tickets Issued FYTD (GRAPH) ²



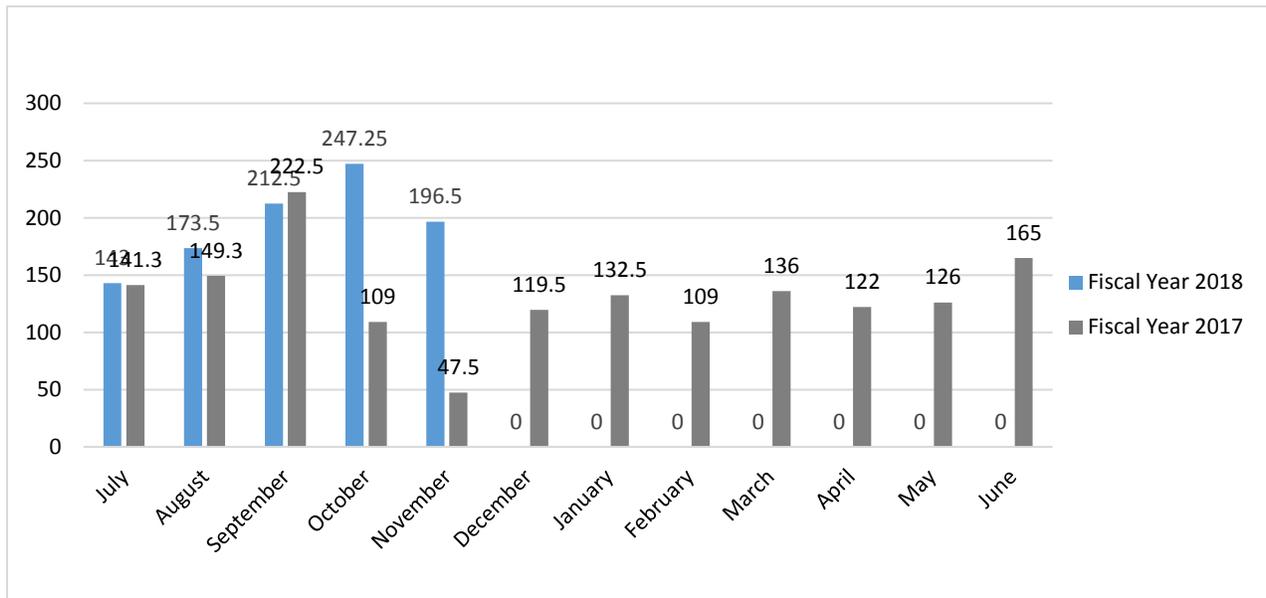
²Goal 2

Traffic Enforcement FYTD (GRAPH) ³

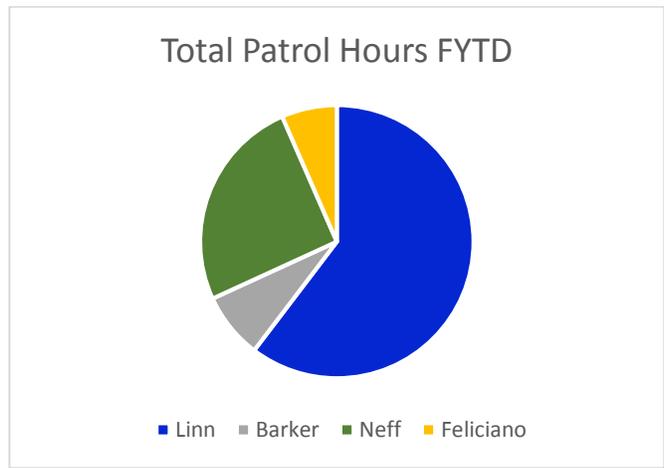
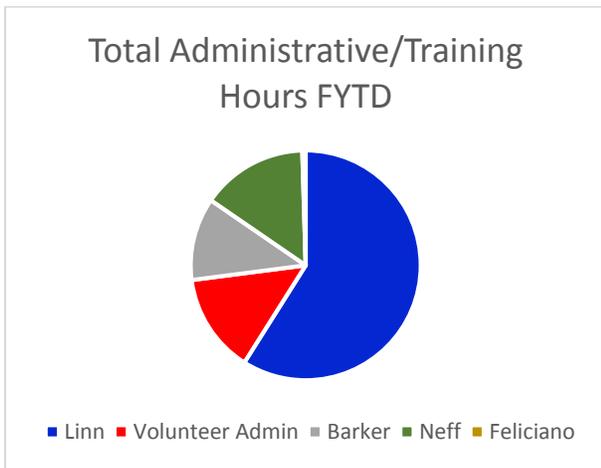


³Goal 2

Patrol Hours FYTD (GRAPH) ⁴



⁴Goals 1, 2, 3



Community Relations

Provided patrol and visibility during Town Tree Lighting, Black Friday, and Small Business Saturday. Engaged in daily and nightly foot patrols through Historic Downtown.

Attended Town Council Work Session regarding public safety.

Engage in foot and vehicle patrols throughout Town, as well as stop sign and speed compliance details.

Current Initiatives

Working with auxiliary officers to increase patrols and visibility on nights and weekends.¹ Working with auxiliary officer and volunteer staff to address administrative needs of the Town and Police Department.

Continued with “Stop Sign Enforcement Ahead” campaign. Directed speed enforcement patrols on Washington Street. Directed traffic enforcement on Commerce Street and Gordon Boulevard (Block the Box and Driving off Roadway).²

Miscellaneous

Completed Public Safety Assessment. Researched (1) cost of Body Worn Video, and (2) cost and availability of cameras for blocking intersection violations.

¹Goal 3

²Goal 2



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: December 5, 2017
8 A: Request to Adopt an Ordinance to Add Section 50-9 to the Town Code, Relating to Public Tree Maintenance	

Explanation and Summary:

The Town of Occoquan has applied to become a Tree City USA community through The Arbor Day Foundation. The Tree City USA program has been established since 1976 and is a nationwide movement that provides the framework necessary for communities to manage and expand their public trees. Currently, more than 3,400 communities have become a Tree City USA community. In order to obtain this status, a community must meet four core standards of the program: maintaining a tree board or department, having a community tree ordinance, spending at least \$2 per capita on urban forestry and celebrating Arbor Day. Being designated as a Tree City USA community illustrates the town's commitment to a healthier environment and to caring for and maintaining the town's public trees.

The request for this ordinance is to establish responsibility for the maintenance of the town's public trees and meets two of the four core standards of the Tree City USA program. The remaining standards have been met through the Town's Arbor Day celebration and proclamation, landscaping and tree maintenance contract, and current Town Code.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: N/A

Account Number: N/A

Proposed/Suggested Motion:

"I move to adopt the ordinance to add section 50-9 to the Code of Ordinances, relating to public tree maintenance, as presented."

OR

Other action Council deems appropriate.

Attachments: (3) Draft Ordinance
About the Tree City USA Program
Benefits of the Tree City USA Program

AN ORDINANCE TO AMEND CHAPTER 50 OF THE CODE OF THE TOWN OF OCCOQUAN, VIRGINIA, TO ADD SECTION 50-9 RELATING TO PUBLIC TREE MAINTENANCE

WHEREAS, the Town wishes to achieve designation as a “Tree City USA,” and

WHEREAS, one requirement of becoming a Tree City USA is designating who has care and responsibility for the public trees in Occoquan, and

WHEREAS, the current Town Code lacks any designation for care and responsibility for public trees in Occoquan, and

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Occoquan, Virginia meeting in regular session this ___ day of ___, 20__:

- 1. That Section 50-9 of the Code of the Town of Occoquan be added as set forth below.

Sec. 50-9. Public tree care.

(a) The town manager or designee shall be responsible for the care, preservation, pruning, planting, removal or disposition of trees in parks, along streets and in other public areas. The town manager or designee, in coordination with a Certified Arborist, shall consider, investigate, issue findings, report and make recommendations on any matter or question related to the care, preservation, pruning, planting, removal or disposition of public trees.

(b) The Town shall have the right to plant, prune, maintain and remove trees, plants and shrubs located on Town-owned property as may be necessary to ensure public safety or preserve or enhance the beauty and function of such public spaces.

(c) The town manager may remove or cause or order to be removed any tree located on town property or part thereof which is in an unsafe condition or which, by reason of its nature, is injurious to sewers, electric power lines, gas lines, water lines or other public improvements, or is affected by any injurious fungus, insect or other pest.

- 2. That this ordinance is effective upon passage.

Date: _____
Regular Meeting
Ord. No. O-2017-___

MOTION:

SECOND:

RE:

ACTION:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

CERTIFIED COPY

Christopher Coon, Town Clerk

Tree City USA[®]

Take Pride in a Greener Community

You have seen the signs along the road and perhaps a Tree City USA flag flying at city hall in other communities. Towns and cities that have received their Tree City USA recognition take pride in this distinction. And the people who live there enjoy the valuable benefits of having a greener, healthier community.

Tree City USA is a national recognition program that began in 1976 and is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and National Association of State Foresters. By meeting four fundamental standards, an incorporated municipality of any size can qualify.

Applying for the Tree City USA award is easy and the recognition is outstanding. There are now thousands of communities that proudly receive roadside signs, fly the flag of Tree City USA and — knowing the value of participation — renew their application every year.

“Tree City USA is a great way to get the community involved in green space. A community that feels involved will take better care of their environment.”

— ALISON LITCHY, FORT SMITH, AR

FUNDAMENTAL COMPONENTS OF TREE CITY USA

■ STANDARD 1: A TREE BOARD OR DEPARTMENT

The formation of a tree board or department often stems from a group of citizens. In some cases a mayor or city officials have started the process. Either way, the benefits are immense. Involving residents and business owners creates wide awareness of what trees do for the community and provides broad support for better tree care.

■ STANDARD 2: A TREE CARE ORDINANCE

City ordinances reflect the values of a community. That is, they speak about what its residents believe are worth protecting to create or maintain their quality of life and an environment that is both safe and pleasant. Trees are certainly worthy of this formal attention for the common good.

A public tree care ordinance encourages beautification, air cooling and purification, noise abatement, property

value enhancement, and all the other attributes of trees in cities of all sizes. It also enables city government to prevent and control destructive insects and diseases, avoid unnecessary costs and liability from hazardous trees and tree-related accidents, and protect residents from unscrupulous or careless operators.

■ STANDARD 3: A COMMUNITY FORESTRY PROGRAM WITH AN ANNUAL BUDGET OF AT LEAST \$2 PER CAPITA

Most communities probably already spend at least \$2 per capita. Also, community trees — when cared for — can actually save money. A managed program can ensure benefits that surely outweigh costs. It does require dollars to plant and keep trees in healthy condition, but this should not be a barrier to becoming a Tree City USA.



■ STANDARD 4: AN ARBOR DAY PROCLAMATION AND OBSERVANCE

The importance of this tree-planting holiday provides an excellent opportunity to educate about trees and tree care. It also creates pride within the community and can help garner public support for the city's entire urban forestry program.

Part of the fun of Arbor Day is creating something that will be enjoyed by the whole community. Visit arborday.org/celebrate for ways to make your community celebration a memorable one.

HOW TO EARN TREE CITY USA RECOGNITION

1. Get Your Community Interested
— Find Allies and Partners



2. Contact Your State Urban and
Community Forestry Coordinator



3. Work Together to Fulfill the Four
Tree City USA Standards



4. Celebrate Arbor Day!



5. Submit your Application

Communities that receive Tree City USA recognition receive support that helps make the celebration easy to plan and conduct. Here is some of what you will receive in your first year:

- Two road signs.
- A 4' x 6' Tree City USA flag.
- Beautiful wall plaque.



With a bit of organizing, virtually any community — large or small — can qualify for Tree City USA recognition. The end result will be safer community trees, better informed citizens, and a higher quality of life for residents and businesses.



TREE CITY USA®: *Your Community Is Ready*

As the first step in helping your town or city become a Tree City USA community, an important person for you to contact is the urban and community forestry coordinator in your state forester's office.

Visit arborday.org/coordinators for your contact's information and a directory list of all states.

Your state coordinator is the resource for beginning your Tree City USA application. He or she will have answers to your questions and will be more than happy to help your community become a Tree City USA.

How to Apply

Simplicity is one of the principles of the Tree City USA application and annual recertification process. Experience has shown that getting started as a Tree City USA often results from a single individual or a small group taking the lead. Here is all you have to do:

A Talk with the person in your community currently responsible for trees (city forester, park superintendent, public works director, etc.). Also discuss with your mayor, city manager, city clerk, a key council person, or whomever else in your city government should be informed and whose support you will need.

B Go to portal.arborday.org. The Tree City USA application can easily be completed online.

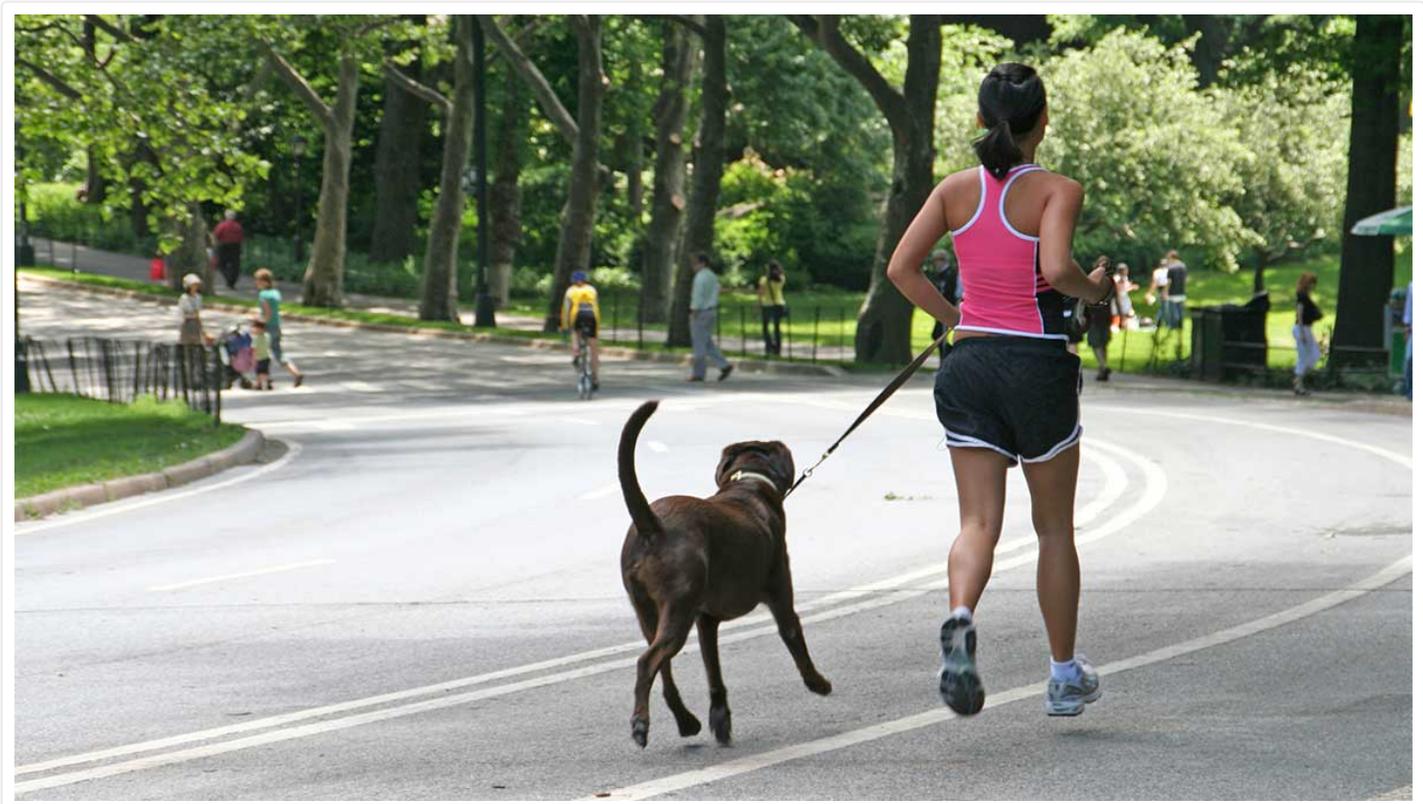
C The application is normally completed by the city forester or other person responsible for trees, or the tree board chair. Once your application is submitted, it's reviewed at a state level and then it will be reviewed by the Arbor Day Foundation at a national level. To learn more about applying and your state's deadlines visit arborday.org/treecityusa.





Benefits of the Tree City USA Program

The Tree City USA program provides direction, assistance and national recognition for your community. It's the framework for a healthy, sustainable urban forestry program in your town. And the benefits are substantial.



💰 Reduce costs for energy, stormwater management, and erosion control. Trees yield 3–5 times their cost in overall benefits to the city.

💡 Cut energy consumption by up to 25%. Studies indicate that as few as three additional trees planted around each building in the United States could save \$2 billion annually in energy costs.

🏠 Boost property values across your community. Properly placed trees can increase property values from 7–20%. Buildings in wooded areas are rented more quickly, and tenants stay longer.

▼ **Build stronger ties to your neighborhood and community.** Trees and green spaces directly correlate to greater connections to neighbors.

🏠 **Honor your community** and demonstrate your commitment to a healthier environment through Arbor Day celebrations and Tree City USA recognition.

✔ **Benefit from a framework for action provided by the four core standards.** Many communities use the Tree City USA standards as a way to begin caring for city trees. Others regularly enhance urban forest management through improved ordinances, innovative programs and increased emphasis on planting and care.

📖 **Educate people living in your city about the value of trees and the importance of sustainable tree management.** Annual participation as a Tree City USA community provides this opportunity and makes it easier to engage individuals and organizations throughout the city. Tree City USA status can also create a strong working relationship with your state forestry agency and other groups.

🚩 **Improve community pride.** Participation in the Tree City USA program helps residents feel good about the place they live and work. Annual recognition shows visitors and prospective residents that trees, conservation, and the environment are important to your community.

👍 **Gain publicity with recognition materials.** Tree boards, parks departments, public works officials and volunteers are recognized for the valuable work they provide to the community. Many communities share their Tree City USA recognition across city departments as well as with elected officials, students and business leaders.

Tree City USA is an Arbor Day Foundation program in cooperation with:





TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: December 5, 2017
8 B: Request to Appropriate Additional Funding for River Mill Park Trail Project	

Explanation and Summary:

During the April 4, 2017 meeting, Town Council approved \$82,000 in FY2017 CIP funding to pave and add gutter to the trail in River Mill Park. The quote for the work provided by Prince William County on April 20, 2017 was \$79,913.84. The total cost for the project was \$86,542.76, exceeding the approved amount of \$82,000 by \$4,542.76.

The items listed below and provided by Prince William County were not included as part of the original quote and contributed to the project cost overage.

Detail of Extra Costs - River Mill Park Trail Paving Project

Date of Work	Description of Issue	Cost
5/3/2017	Finalized horizontal and vertical alignment of roof drain	\$403.00
5/4/2017	Additional grades on existing concrete walkway at tie in with asphalt trail	\$524.35
5/8/2017	Reviewed grading at tie in to existing concrete walk; roof drain alignment and grading	\$403.00
5/15/2017	Met onsite with TEG to discuss tie in at lower corner of building; staked roof drain	\$851.88
5/17/2017	Roof drain alignment and grades; trail tie in	\$150.25
5/17/2017	Relocated electrical conduit and wire	\$553.74
5/18/2017	Trail tie in	\$119.25
5/19/2017	Trail tie in; added step	\$75.13
5/19/2017	Cut concrete slab and removed	\$2,431.20
5/23/2017	Concrete step - additional concrete cost	\$591.20
5/23/2017	Tie in cut sheet	\$31.00
5/31/2017	Flower bed repairs	\$620.00
	Total Additional Cost	\$6,754.00

Summary of Issue Costs

Tie In/Grading/Roof Drain	\$2,557.86
Addition Step - Concrete Cost	\$591.20
Electrical Conduit Relocation	\$553.74
Concrete Slab Removal	\$2,431.20
Flower Bed	\$620.00
Total Additional Cost	\$6,754.00

This is a request to appropriate an additional \$4,542.76 of FY2017 CIP funding in order to remit payment in the amount of \$86,542.76 for this work to Prince William County. The work was completed in June 2017.

The auditors have been notified of this additional FY2017 cost and has been noted as part of the FY2017 audit process now underway.

FY2017 CIP Expenses

Project Category	Actual Cost
Street Maintenance	\$11,253.85
Town Hall Renovations	\$33,438.67
Jennings Property	\$51,029.90
River Mill Park Project*	\$162,503.10
Canoe/Kayak Ramp	\$28,230.50
Computer Upgrades	\$1,322.23
A/V Equipment - Town Hall	\$5,993.00
Comprehensive Plan Review	\$1,585.00
Zoning and Subdivision Update	\$17,562.70
Total	\$312,918.95
FY 2017 CIP Budget	\$337,000
(+/-) Over Budget	\$24,081.05

**Total cost for River Mill Park Trail Paving included.*

Town Engineer's Recommendation: Recommend approval.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Work has been completed; recommend approval.

Cost and Financing: \$4,542.76

Account Number: FY 2017 CIP

Proposed/Suggested Motion:

"I move to appropriate \$4,542.76 from FY 2017 CIP funding for the River Mill Park trail paving project."

OR

Other action Council deems appropriate.

Attachments: (1) Invoice 51023, Prince William County



COUNTY OF PRINCE WILLIAM

5 County Complex Ct., Suite 260
Prince William, Virginia 22192-5308
(703) 792-6820 Fax: (703) 792-6828

**Department of
Public Works**



A Nationally Accredited
Public Works Agency

**Thomas Bruun
Director**

Prince William County Government
1 County Complex Court
Prince William, Virginia 22192-9201
703-792-6000 | www.pwcgov.org

Invoice:	51023
Billing Date:	31-AUG-17
Customer Number:	1122
Customer Location:	1287

Bill To:
TOWN OF OCCOQUAN
314 MILL STREET, BOX 195
OCCOQUAN VA 22125

Remit To:
5 County Complex, Suite 170
Woodbridge, VA 22192

Terms	Due Date	Customer Contact	Customer Phone	Contact Fax
NET 30	30-SEP-17			

Date of Service	Description	Amount
April 2017	River Mill Park Labor/Material	1,505.05
	River Mill Park Equipment	58.80
May 2017	River Mill Park Labor/Material	50,073.93
	River Mill Park Equipment	12,955.43
June 2017	River Mill Park Labor/Material	21,167.30
	River Mill Park Equipment	782.25

Total	86,542.76
Payments and Credits	0.00
Outstanding balance	86,542.76

*Budgeted
amount 82,000*



COUNTY OF PRINCE WILLIAM

5 County Complex Ct. Suite 260
Prince William, Virginia 22192-5308
(703) 792-6820 Fax: (703) 792-6828

**Department of
Public Works**



A Nationally Accredited
Public Works Agency

**Thomas Bruun
Director**

April 20, 2017

Kirstyn Jovanovich, Town Manager
Town of Occoquan
314 Mill Street, P.O. Box 195
Occoquan, VA 22125

Dear Mrs. Jovanovich,

I am sending this Scope of Work Agreement for the work that you requested to be done in River Mill Park. The work is to be performed by Prince William County Construction Services. Attached is the estimated cost dated April 4, 2017. This work is scheduled to begin on May 1st, 2017 and to be completed before June 15th, 2017. The scope of work is:

- Cut and haul away all of the stone dust currently topping the trail within the park.
- Grade for and install the planned 500 LF of CG-2 Curb on the South side of the 8' trail.
- Install the planned non-perforated outlet pipe to daylight the downspout from the "Restroom Maint. Building".
- Place and grade a 4" sub-base layer of 21-A on the top of the sub-grade of the trail.
- Place a 2" layer of SM-12 5A asphalt on the trail.
- Grade, prepare and place a 4" concrete slab on the "Event Board" area to the right of the "Restroom Maint. Building".

Please respond with your signed agreement. If you have any questions regarding the scope of work, please contact me at 703-792-6865. Invoices will be sent on a monthly basis. All invoices for the estimated work are to be paid within 30 days of receiving them.

Sincerely,

**Lucas Hisghman
Construction Services Branch Chief**

cc: Marc T. Aveni, Environmental Services Division Chief

River Mill Park Estimate

Labor:		LEH PWC Price		
Description	Unit	Unit Rate	# Units	Extension
SMC - Haul out Stone Dust	Day	\$3,500.00	8	\$28,000.00
Grade for CG-2	Day	\$3,500.00	3	\$10,500.00
SMC - Install Drain for gutter spout	Day	\$3,500.00	1	\$3,500.00
SMC - Prep for concrete	Day	\$3,500.00	1	\$3,500.00
Survey Crew	Day	\$992.00	2	\$1,984.00
Total Labor				\$47,484.00
Equipment: Owned		LEH PWC Price		
Description	Unit	Unit Rate	# Units	Extension
Covered in above price	HR			\$0.00
Total Equipment (Owned)				\$0.00
Material: None		LEH PWC Price		
Description	Unit	Unit Price	Quantity	Extension
8" Non-Perf HDPE	LF	\$4.63	60	\$277.80
Downspout attachment	EA	\$97.05	1	\$97.05
Fabric	Roll	\$270.00	1	\$270.00
21-A Aggregate	Ton	\$22.75	250	\$5,687.50
Asphalt SM-12.5A	Ton	\$79.56	135	\$10,740.60
Concrete Slab	SY	\$28.35	42.67	\$1,209.69
CG-2 Curb	LF	\$20.68	540	\$11,167.20
Permit				\$0.00
Subtotal Materials				\$29,449.84
Total Material				\$29,449.84
Concrete Sub Mobilization Fee				\$500.00
Asphalt Sub Mobilization Fee				\$480.00
Dump Fees (Stone Dust)				\$2,000.00
TOTAL				\$2,980.00
Total Work Order				\$79,913.84

Summary of Extras

roof drain	5/3/17 - Finalized Horizontal & Vertical alignments Roof Drain	\$ 403.00
grading review	5/4/17 - Additional grades on Existing Conc Walk tie in	\$ 496.00
tie in of concrete		\$ 28.35
grading & cost dia	5/8/17 - Tie in conc walk & Roof Drain Provided list of Parts	\$ 403.00
roof drain	5/15/17 - Met w/Eng Group on tie in, staked roof drain, measured & checked	\$ 806.00 ✓
TEG mgg		\$ 41.48 ✓
tie in of bids	5/17/17 - going over roof drain align, grades & trail tie in	\$ 4.40 ✓
roof drain grades	5/17/17 - going over roof drain alignment & trail tie in	\$ 124.00
	5/17/17 - Reto	\$ 26.25
	5/17/17 - Relocated electrical conduit & wire	\$ 496.00
	5/17/17 - Met on site w/ Mayor & Eng Group in ref to tie in	\$ 57.74
tie in	5/18/17 - Met w/ Mayor & Eng Group in ref to tie in.	\$ 93.00
		\$ 26.25
tie in sep	5/19/17 - met on site w Raymond & exchanged emails w/ Eng Group in ref to tie in & sep.	\$ 62.00
		\$ 13.13
	5/19/17 - Cut concrete slab & Removed.	\$ 1860 ✓
	5/20/17 - Reto	\$ 571.20 -
Attached	5/23/17 - Portion of M&F work that's Extra ^{concrete sep}	\$ 591.20 ✓
tie in	5/23/17 - Prepped cut sheet for tie in	\$ 31.00
	5/31/17 - Flower bed	\$ 620.00

\$ 6,754

Note: My time is excluded from all of this... Like Higbman

JH

Main-Report ~ Project Billings By Date

Project Number 1912

Project Name

River Mill Park-Town of Ocoquan

ASCEND: will bill

IndexCode: will bill

Date Worked by Month April 2017

For Work Performed Between 4/1/2017 and 4/30/2017

Date Worked	Labor Costs	Equipment Costs	Materials Costs	Estimated Materials	Rental Costs	Estimated Rental	Work Description
4/26/2017	\$93.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Made copies of plan. Called in Miss Utility ticket. Reviewed grading and scale ties for assignment of roof draw
4/27/2017	\$930.00	\$58.80	\$17.05	\$0.00	\$0.00	\$0.00	Staked asphalt trail and looked for alternatives for roof drain.
4/28/2017	\$485.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Reduced field notes, reviewed grades and prepared cutsheet for trail
Summary for 'Month' April 2017 (3 detail records)							
Monthly Total:	\$1,563.85	\$1,488.00	\$58.80	\$17.05	\$0.00	\$0.00	
Excluding Estimated Materials Cost	\$1,505.05	7101.15.157.1570	\$58.80	7101.15.157.1571			
Summary for 'ProjectNumber' = 1912 (3 detail records)							
Total Project(to date)	\$1,563.85	\$1,488.00	\$58.80	\$17.05	\$0.00	\$0.00	
7101.15.157.1570	\$1,505.05						
7101.15.157.1571	\$58.80						

PK
PK

Main-Report ~ Project Billings By Date

Project Number 1912

Project Name

River Mill Park-Town of Occoquan

ASCEND: will bill

Index Code: will bill

Date Worked by Month May 2017

For Work Performed Between 5/1/2017 and 5/31/2017

Date Worked	Labor Costs	Equipment Costs	Materials Costs	Estimated Materials	Rental Costs	Estimated Rental	Work Description
5/1/2017	\$330.00	\$84.60	\$4.95	\$0.00	\$0.00	\$0.00	Profiled proposed roof drain re-alignment. Graded burned retaining wall and existing concrete walkway. Drafted profile of existing ground at roof drain alignment. Checked trail cut sheet.
5/1/2017	\$1,705.00	\$1,352.40	\$0.00	\$0.00	\$0.00	\$0.00	Moved equipment to the job and started digging out trail. Dug out 170' of stone dust trail.
5/2/2017	\$217.00	\$0.00	\$0.00	\$6.00	\$0.00	\$0.00	Established vertical alignment of roof drains. Researched availability of PVC bends.
5/2/2017	\$1,240.00	\$576.75	\$0.00	\$0.00	\$0.00	\$0.00	Dug out another 185' of stone dust trail.
5/3/2017	\$1,860.00	\$1,291.50	\$0.00	\$0.00	\$0.00	\$0.00	Dug out 300' of old trail. Hauled stone dust away to various locations.
5/3/2017	\$403.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Finalized horizontal and vertical alignments of roof drain. Reviewed grading alternatives where trails ties into existing walkway at retaining wall.
5/4/2017	\$1,850.00	\$1,239.00	\$0.00	\$0.00	\$0.00	\$0.00	Took high pole to be repaired. Dug out 395' of trails.
5/4/2017	\$496.00	\$29.35	\$9.00	\$0.00	\$0.00	\$0.00	Additional grades on existing concrete walkway at tie in with asphalt trail. Reviewed grading options.

EVK
 \$496.00 + \$29.35 + \$9.00 = \$534.35

927.35

Main-Report ~ Project Billings By Date

Date	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Description	Signature
5/5/2017	\$248.00	\$102.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Moved mini excavator to job.	Park
5/8/2017	\$403.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Reviewed grading at the in to ex concrete walk. Worked on grading and alignment for roof drain. Provided list of parts required.	Park
5/9/2017	\$1,116.00	\$239.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Started digging out for curb. Got about 150' dugout.	Park
5/12/2017	\$248.00	\$138.50	\$1,221.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Picked up pipe and fittings for job #1912	Park
5/15/2017	\$806.00	\$41.48	\$551.28	\$4.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Met on site with Engineering Group to discuss the in at lower corner of building. Staked roof drain alignment measured and checked cutsheet.	Park
5/16/2017	\$1,364.00	\$264.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Dug out patio area and started working on pipe.	Park
5/17/2017	\$124.00	\$26.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Met on site w/ Raymond to go over roof drain alignment and grades and trail be in	Park
5/17/2017	\$496.00	\$0.00	\$553.74	\$57.74	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Relocated electrical conduit and wire.	Park
5/17/2017	\$1,302.00	\$125.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Worked on putting in pipe.	Park
5/18/2017	\$1,680.00	\$1,349.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Finished laying 8" pipe then backfilled and tamped. Hauled about 50 tons of 21-A from Optiz Blvd to put on trail	Park
5/18/2017	\$93.00	\$26.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Met on site w/ mayor and Engineering Group to discuss trail be in	Park

Monday, June 19, 2017
207812

Main-Report ~ Project Billings By Date

Date	Amount	Description	Signature
5/19/2017	\$124.00	Met on site w/ Raymond to review scope of work to be performed by concrete contractor and county crew during Raymond's absence on 5/22	Park
5/19/2017	\$571.20	Email exchanges w/ Engineering Group about trail tie in and added step at high end of building	Park
5/19/2017	\$1,960.00	Cut concrete slab and removed it. Set up stringline and set curbs on grade. Brought unused 8" pipe back to shop	Park
5/23/2017	\$2,294.00	Pumped water Off of trails and where curb goes. Worked with M&F to pour curb. Worked putting 21-A on trail to bring grade. M&F poured 210' of curb and slab	Park
5/24/2017	\$2,358.00	Worked with M&F finishing vs concrete work. Backfilled 190' of curb and put 190' of trail on sub grade	Park
5/25/2017	\$2,480.00	Worked backfilling curbs, seeding and strewing. Cut 310' of trail to sub grade.	Park
5/25/2017	\$31.00	Prepared cut sheet for asphalt trail from tie in at lower corner of building to upper trail	Park
5/26/2017	\$2,326.00	Hauled excess dirt away and worked putting 21-A on trail.	Park
5/26/2017	\$248.00	Reviewed trail grading w/Raymond Zuspan	Park
5/30/2017	\$3,565.00	Worked putting 21-A on the trail getting ready to pave on 5/31. Raised man hole and cleaned up.	Park
5/31/2017	\$2,525.00	Started early to help Branscoms pave the trail. Fixed flower bed and put light pole back up. Moved bobcat and roller away	Park

Monday, June 19, 2017

$181.25 + 620 + 591.20 = 1317.33 + 1860 + 571.20 = 3748.53$
 Page 3 of 4

Main-Report ~ Project Billings By Date

Summary for Month ~ May 2017 (29 detail records)

Monthly Total:	\$63,029.36						\$34,379.00	\$12,955.43	\$15,694.93	\$0.00	\$0.00	\$0.00
Excluding												
Estimated	\$50,073.93						7101.15.157.1570					
Materials Cost	\$12,955.43						7101.15.157.1571					
Summary for ProjectNumber = 1912 (29 detail records)												
Total Project(to date)	\$63,029.36						\$34,379.00	\$12,955.43	\$15,694.93	\$0.00	\$0.00	\$0.00
	7101.15.157.1570											
	7101.15.157.1571											
	\$50,073.93											
	\$12,955.43											

Main-Report ~ Project Billings By Date

Project Number 1912

Project Name River Mill Park-Town of Occoquan

ASCEND: will bill

IndexCode: will bill

Date Worked by Month June 2017

For Work Performed Between 6/1/2017 and 6/30/2017

Date Worked	Labor Costs	Equipment Costs	Materials Costs	Estimated Materials	Rental Costs	Estimated Rental	Work Description
6/1/2017	\$0.00	\$0.00	\$11,253.85	\$0.00	\$0.00	\$0.00	Milled and Paved Alley 125.17 tons SM 9.5A
6/1/2017	\$1,860.00	\$231.00	\$55.00	\$0.00	\$0.00	\$0.00	Worked on backfilling and grading. Started seeding and strawing.
6/1/2017	\$0.00	\$0.00	\$12,288.69	\$0.00	\$0.00	\$0.00	Started early to help Branscome pave the trail. Fixed flower bed and put light pole back up. Moved bobcat and roller away.
6/1/2017	\$0.00	\$0.00	\$1,930.34	\$0.00	\$0.00	\$0.00	Worked putting 21-A on the trail getting ready to pave on 5/31. Raised man hole and cleaned up. Moved from 5/30/17 to 6/1/17
6/1/2017	\$0.00	\$0.00	\$744.32	\$0.00	\$0.00	\$0.00	Hauled excess dirt away and worked putting 21-A on trail. Moved 5/26/17 to 6/1/17
6/1/2017	\$0.00	\$0.00	\$723.69	\$0.00	\$0.00	\$0.00	Pumped water Off of trails and where curb goes. Worked with M&F to pour curb. Worked putting 21-A on trail to bring grade. M&F poured 210' of curb and slab. Moved from 5/23/17 to 6/1/17
6/1/2017	\$0.00	\$0.00	\$170.94	\$0.00	\$0.00	\$0.00	Cut concrete slab and removed it. Set up stringline and set curb on grade. Brought unused 8" pipe back to shop. Moved from 5/19/17 to 6/1/17
6/1/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Milled and paved alley 125.17 tons sm 9.5A. PO 5018453. Moved from 5/26/17 to 6/1/17

Flower Bed... EX

Alley
Park
Park
Park
Park
Park

Main-Report ~ Project Billings By Date

6/2/2017	\$2,325.00	\$430.50	\$247.21	\$0.00	\$0.00	\$0.00	\$0.00
6/5/2017	\$806.00	\$120.75	\$18.12	\$0.00	\$0.00	\$0.00	\$0.00
Summary for 'Month' June 2017 (10 detail records)							
Monthly Total:	\$33,203.40	\$4,991.00	\$782.25	\$27,430.15	\$0.00	\$0.00	\$0.00
Excluding							
Estimated	\$32,421.15	7101.15.157.1570					
Materials Cost	\$782.25	7101.15.157.1571					
Summary for 'ProjectNumber' = 1912 (10 detail records)							
Total Project(to date)	\$33,203.40	\$4,991.00	\$782.25	\$27,430.15	\$0.00	\$0.00	\$0.00
7101.15.157.1570	\$32,421.15						
7101.15.157.1571	\$782.25						

Finished grading, seeding and straining. Put netting on the slopes. Cleaned up and moved equipment away.
 Cut asphalt for ballists. Set anchors in concrete. Levelled up flower bed, put up dog waste box and painted gate post and dog waste box pole.

PK
PK

M&F CONCRETE, INC.



Invoice #MF2017-086
PO #5017916

May 25, 2017

Luke Hisghman, P.E.
Construction Services Branch Chief
Environmental Services
Prince William County Public Works
5 County Complex, Suite 170
Prince William, VA 22192
703-898-7269
lhisghrnan@pwcgov.org

RE: 458 Mill St
Woodbridge, VA

Scope:

ITEM #	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL
1	A-3 Concrete Sidewalk	57.83	SY	\$ 36.00	\$ 2,081.88
6	Concrete Curb GC-2 (Fixed Form)	490.00	LF	\$ 20.68	\$ 10,133.20
22	Concrete Steps (1 each)	10.00	LF	\$ 50.00	\$ 500.00
	Total				\$ 12,715.08

Thank you for your business

Sincerely,

Marcos Silva
M&F CONCRETE, INC.

$$11.4 \times 2 \times 9 = 2.53 \text{ SY}$$

$$\begin{array}{r} \times 36 \\ - 91.2 \\ \hline \end{array}$$

$$591.2$$



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, April 4, 2017
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; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Stan Orndorff, The Engineering Groupe; Chris Coon, Town Clerk; Adam Linn, Interim Chief of Police

1. Call to Order

Mayor Quist called the meeting to order at 7:00 p.m.

2. Pledge of Allegiance

3. Citizens Time

Lance Houghton, 440 Mill St., stated that he wanted to address the Town regarding two events that have taken place at Rockledge Mansion and “spilled out into the street.” He stated that he now has the ability to turn away clients that are in search of similar services.

Steve Vonderheid, 311 Mill St., wanted to know what Town Council was planning on doing to enforce noise and sidewalk ordinances during events similar to the Rockledge parties previously mentioned. He also inquired about the Town Vehicle Licensing Fee and when residents were required to obtain the Town’s vehicle license fee and when individuals could be ticketed for not displaying the vehicle license fee decal.

4. Approval of Minutes

It was moved to approve the minutes of the March 7, 2017 Regular Meeting, and the March 21, 2017 Work Session Meeting.

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

5. Councilmember Reports

Councilmember Fithian reported that Riverfest will be held on May 13, 2017, and that Occoquan Art on the Block will be held on the same day.

Vice Mayor Sivigny announced that the VFW will be hosting a horse parade and BBQ lunch on May 6, 2017. Vice Mayor Sivigny asked that the Town Manager reach out to the VFW to ensure proper coordination for the event between the Town and VDOT.

6. Mayor’s Report

No Report.

7. Staff Reports

- A. Town Attorney:** Mr. Crim, Town Attorney, reported on the following:
- i. Kiely litigation-** There has been a notice of litigation delivered from Mr. and Mrs. Kiely indicating that they felt their civil rights have been violated. They felt those violations came from actions or inactions taken by the Town; this matter has been referred to our insurance carrier. Staff has been instructed to brief Mr. Crim on any further communication with Mr. Kiely. In the current litigation between Mr. Kiely and Mr. Houghton and the appeal from the State Technical Review Board, there is a motion to consolidate those two cases and set them for another date. The Town will not take a position on those matters.
 - ii. Rivertown Overlook-** The development document review has been completed.
 - iii. General Assembly Items-** The Governor has recommended amendments to the cell phone infrastructure bill. The short-term rental bill, Airbnb, has been signed by the Governor. This bill will allow the Town to require registration from Airbnb and similar rental properties.
 - iv. Town Manager Leave-** With Kirstyn Jovanovich's upcoming leave, there is a need for a designation by Council of an Acting Town Manager or someone to perform the duties of the Manager. Mr. Crim stated he would have draft resolution in the next couple weeks for action at the May 2, 2017 meeting.

Councilmember McGuire inquired about Mr. Kiely's complaints in regards to the notice of litigation. Mr. Crim stated that there are three main complaints: (1) Mr. Kiely stated that the Town should not have required him to abate the nuisance on his property when the sewer line leaked; (2) Mr. Kiely also complained about the Town not permitting him to cut and cap the sewer line after the State Technical Review Board overruled the Local Technical Review Board, but before the Court had heard there was an appeal in the Circuit Court; and (3) Mr. Kiely stated that the Town did not act as quickly to his complaint of Building Code violations at 440 Mill Street as they did when notified by Prince William County Health Department there was sewage on his property.

- B. Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. No questions were received.
- 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 submitted a manager's report as part of the agenda. Ms. Jovanovich went into further detail about the Occoquan clean-up day scheduled for April 22, 2017, from 9 am to 12 pm. She also stated that there was a 5k Run scheduled for April 23, 2017 starting at 8:30 am, after which a tree planting ceremony will be held at 11:00 am. She reminded Council of the Public Hearing on Proposed Tax Rates on April 25, 2017.

Councilmember McGuire inquired about why the Chief of Police/Town Sergeant job advertisement was closed after three weeks. Ms. Jovanovich stated that the process taken to advertise for this position was done at the direction she received from the Town Council after discussing the process, position description and position notice.

Vice Mayor Sivigny inquired about when the flag on the flag pole at Mamie Davis Park would be returned. Ms. Jovanovich stated that the Town's landscaper will be trimming the tree back, after which the flag will be returned to the pole.

- E. **Town Treasurer:** Ms. Jovanovich, Acting Town Treasurer, submitted the treasurer's report as part of the meeting agenda. No questions were received.
- F. **Chief of Police:** Interim Chief Linn provided his March 2017 report with the agenda packet. Chief Linn went into further detail regarding a new auxiliary police officer, Kevin Anderson, who is about to begin working with the Town of Occoquan. Chief Linn clarified that the Town Code requires that all vehicles garaged within the Town of Occoquan are required to display an annual Vehicle License Fee decal. Mr. Crim further noted that enforcement is permitted on private property if in plain sight from the public right of way.

Chief Linn stated that he took a proactive approach in regards to the Rockledge Mansion event as soon as he found out the number of potential participants. He stated that the Town was notified of the event by Mr. Houghton and Chief Linn worked with Mr. Houghton and the Prince William County Police Department to ensure that the event did not negatively impact the community. Chief Linn provided a detailed explanation of steps taken to prepare for the event and the town's public safety response.

Mayor Quist and Vice Mayor Sivigny commended Chief Linn for his coordination with Prince William County, and adjusting his schedule to ensure the Town was prepared and staffed for the event.

Councilmember McGuire inquired if Mr. Houghton allowed the event promoter to act with no oversight from Mr. Houghton. Chief Linn indicated that was not the case and that Mr. Houghton ensured that all of Chief Linn's concerns were addressed prior to the beginning of the event.

Councilmember McGuire inquired about any ordinances that would allow the Town to stop events of this size. Ms. Jovanovich stated that she would put this topic on a future work session for discussion by the Town Council.

- G. **Boards and Commissions:** Councilmember Dawson stated that Architectural Review Board met and approved two (2) Exterior Elevation applications, and that the updated design guidelines will be finalized at the next meeting.

8. Public Hearing on Proposed Fiscal Year 2018 Budget

Mayor Quist opened the public hearing at 7:34 p.m. and invited the public to provide comments on the Proposed FY 2018 Budget. No citizens spoke.

Mayor Quist closed the public hearing at 7:35 p.m.

9. Regular Business

9A. Request to Award Contract for Trail Improvements at River Mill Park

It was moved to award a contract to Prince William County Public Works Department for trail improvements at River Mill Park, including pavement and concrete installation, and set a not to exceed amount of \$82,000 from the FY 2017 CIP Fund.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember Dawson that the Action Item be approved. Motion passed by poll vote, 4-1. Ayes: Vice Mayor Sivigny, Councilmembers Fithian, Drakes, Dawson. Nay: Councilmember McGuire.

9B. Request to Approve Parking Designations on Ellicott Street

It was moved to prohibit on-street parking on Ellicott Street north of Center Lane to Commerce Street utilizing yellow curb painting and no-Parking signs as appropriate.

A motion was made by Councilmember McGuire, seconded by Councilmember Fithian that the Action Item be the motion carried by poll vote, unanimous.

9C. Request to Appropriate Funding for Business Guild 2017 Ad Request

It was moved to approve the Town's purchase of an ad in the Discover Prince William 2017-2018 Visitor's Guide in the amount of \$2,592.

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

9D. Request to Accept FYE 2016 Financial Audit

It was moved to accept the Fiscal Year End June 30, 2016 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.

9E. Request to Adopt Multi-Jurisdictional Hazardous Mitigation Plan Update

It was moved to approve adoption of the multijurisdictional Northern Virginia Hazard Mitigation Plan and authorize the Mayor to execute the proposed plan adoption resolution.

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

9F. Proclamation for Arbor Day

It was moved to approve the 2017 Arbor Day proclamation.

A motion was made by Councilmember Drakes, seconded by Councilmember Dawson 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 the following as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for employment or appointment, and promotion of particular Town officers or employees. Also, Virginia Code Section 2.2-3711(A)(3) a matter involving acquisition of real property within Town limits for public purposes. Also, Virginia Code Section 2.2-3711(A)(7) consultation with legal counsel, or another matter requiring advice of counsel, specifically the Miller Brothers claim. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 8:01 p.m.

The Council came out of closed session at 9:16 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 Drakes seconded.

Motion passed, Ayes – Councilmember Fithian, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

It was moved to appoint Carla Rodriguez as Town Treasurer contingent upon a background check and allocate not more than \$6,000 for closure of contract.

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

It was moved to direct the Town Attorney to proceed as discussed during the Closed Session on the Miller Brothers issue.

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

11. Adjournment

The meeting was adjourned at 9:18 p.m.

Christopher Coon
Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: December 5, 2017
8 C: Request to Appropriate FY2018 Funds for Poplar Alley Paving Project	

Explanation and Summary:

During the May 2, 2017 meeting, Town Council approved \$20,000 in FY2017 CIP funding to pave and replace speed bumps on Poplar Alley from Ellicott Street to Washington Street. The total project cost was \$17,469.47, which is \$2,530.53 under budget. This project began in FY2017 and was completed in FY2018. As a result, a portion of the funding needs to be allocated from the FY2018 CIP.

June 2017 Poplar Alley Project	\$11,253.85 (FY2017)	\$20,000 FY2017 Budget
July 2017 Poplar Alley Project	\$6,215.62 (FY2018)	\$15,000 FY2018 Budget
Total Cost	\$17,469.47	

This is a request to appropriate \$6,215.62 from FY2018 CIP funds for this project. The cost of \$11,253.85 has been reflected in the FY2017 CIP Budget for Street Maintenance. This request is based on the recommendation of the Auditors and this change has been reflected in the FY2017 CIP expenses.

FY2017 CIP Expenses

Project Category	Actual Cost
Street Maintenance*	\$11,253.85
Town Hall Renovations	\$33,438.67
Jennings Property	\$51,029.90
River Mill Park Project	\$162,503.10
Canoe/Kayak Ramp	\$28,230.50
Computer Upgrades	\$1,322.23
A/V Equipment - Town Hall	\$5,993.00
Comprehensive Plan Review	\$1,585.00
Zoning and Subdivision Update	\$17,562.70
Total	\$312,918.95
FY 2017 CIP Budget	\$337,000
(+/-) Over Budget	\$24,081.05

*Includes amount incurred during June 2017 only for Poplar Alley project.

Town Engineer's Recommendation: Recommend approval.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Work has been completed; recommend approval.

Cost and Financing: \$6,215.62

Account Number: FY 2018 CIP - Street Maintenance

Proposed/Suggested Motion:

"I move to appropriate \$6,215.62 from FY 2018 CIP funding for a portion of the Poplar Alley paving project completed in July 2017."

OR

Other action Council deems appropriate.

Attachments: (1) Invoice 51141, Prince William County



COUNTY OF PRINCE WILLIAM

5 County Complex Ct., Suite 260
Prince William, Virginia 22192-5308
(703) 792-6820 Fax: (703) 792-6828

Thomas Bruun
Director

Department of
Public Works



A Nationally Accredited
Public Works Agency

Prince William County Government
1 County Complex Court
Prince William, Virginia 22192-9201
703-792-6000 | www.pwcgov.org

Invoice:	51141
Billing Date:	31-AUG-17
Customer Number:	1122
Customer Location:	1287

Bill To:
TOWN OF OCCOQUAN
314 MILL STREET, BOX 195
OCCOQUAN VA 22125

Remit To:
5 County Complex, Suite 170
Woodbridge, VA 22192

Terms	Due Date	Customer Contact	Customer Phone	Contact Fax
NET 30	30-SEP-17			

Date of Service	Description	Amount
June 2017	Poplar Alley Labor/Material	11,253.85 + P12017
July 2017	Poplar Alley Labor/Material	6,215.62 + P42018

Total	17,469.47
Payments and Credits	0.00
Outstanding balance	17,469.47

Main-Report ~ Project Billings By Date

Project Number 1912 Project Name River Mill Park-Town of Ocoquan ASCEND: will bill
Date Worked by Month June 2017 Index Code: will bill

For Work Performed Between 6/1/2017 and 6/30/2017

Date Worked	Labor Costs	Equipment Costs	Materials Costs	Estimated Materials	Rental Costs	Estimated Rental	Work Description
6/1/2017	\$0.00	\$0.00	\$1,253.95	\$0.00	\$0.00	\$0.00	Milled and Paved Alley 125.17 tons SM 9 5A <i>Alley</i>
6/1/2017	\$1,860.00	\$231.00	\$55.00	\$0.00	\$0.00	\$0.00	Worked on backfilling and grading. Started seeding and strawing. <i>Park</i>
6/1/2017	\$0.00	\$0.00	\$12,286.69	\$0.00	\$0.00	\$0.00	Started early to help Biganscome pave the trail Fixed flower bed and put light pole back up Moved bobcat and roller away. <i>Park</i>
6/1/2017	\$0.00	\$0.00	\$1,930.34	\$0.00	\$0.00	\$0.00	Worked putting 21-A on the trail getting ready to pave on 5/31. Raised man hole and cleaned up Moved from 5/30/17 to 6/1/17 <i>Park</i>
6/1/2017	\$0.00	\$0.00	\$744.32	\$0.00	\$0.00	\$0.00	Hauled excess dirt away and worked putting 21-A on trail Moved 5/26/17 to 6/1/17 <i>Park</i>
6/1/2017	\$0.00	\$0.00	\$723.69	\$0.00	\$0.00	\$0.00	Pumped water Off of trails and where curb goes Worked with M&F to pour curb Worked putting 21 A on trail to bring grade M&F poured 210' of curb and slab Moved from 5/23/17 to 6/1/17 <i>Park</i>
6/1/2017	\$0.00	\$0.00	\$170.94	\$0.00	\$0.00	\$0.00	Cut concrete slab and removed it. Set up stringline and set curb on grade. Brought unused 8" pipe back to shop. Moved from 5/19/17 to 6/1/17 <i>Park</i>
6/1/2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Milled and paved alley 125.17 tons sm 9 5A PO 5018453- Moved from 5/26/17 to 6/1/17 <i>Alley</i>

June Poplar \$11,253.85

For Work Performed Between: 7/1/2017 and 7/31/2017

Main-Report ~ Project Billings By Date

Project Number 1912 **Project Name** River Mill Park-Town of Ocoquan **ASCEND: will bill**
Date Worked by Month July 2017 **Index Code: will bill**

For Work Performed Between 7/1/2017 and 7/31/2017

Date Worked	Labor Costs	Equipment Costs	Materials Costs	Estimated Materials	Rental Costs	Estimated Rental	Work Description
7/1/2017	\$0.00	\$0.00	\$5,128.38	\$0.00	\$0.00	\$0.00	Branscome put in speed tables moved from 5/30/17 to 6/1/17 to 7/1
7/1/2017	\$0.00	\$0.00	\$1,087.24	\$0.00	\$0.00	\$0.00	Striped new asphalt.
<p>Summary for 'Month' = July 2017 (2 detail records)</p> <p>Monthly Total: <u>\$6,215.62</u> \$0.00 \$0.00 \$6,215.62 \$0.00 \$0.00</p> <p>Excluding:</p> <p>Estimated Materials Cost <u>\$6,215.62</u> 7101.15.157.1570</p> <p>Summary for 'ProjectNumber' = 1912 (2 detail records)</p> <p>Total Project(to date) \$6,215.62 \$0.00 \$6,215.62 \$0.00 \$0.00 \$0.00</p> <p>7101.15.157.1570 \$6,215.62</p> <p>7101.15.157.1571 \$0.00</p>							

July Poplar \$6,215.62



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, May 2, 2017
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; Martin Crim, Town Attorney; Bruce Reese, Town Engineer; Chris Coon, Town Clerk; Adam Linn, Interim Chief of Police

1. Call to Order

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

2. Pledge of Allegiance

3. Citizens Time

Walt Seiberling, 107 Poplar Ln., stated that for replacing a roof you do not need building permit. He stated that several people had to get a building permit to replace their roof. He stated he found out he might need a building permit to replace his roof when his neighbor was told to stop work because he did not have a permit. He stated that the Town Code was not clear on when a building permit was required. He then stated that the Virginia Unified Statewide Building Code states that you do not need a permit to replace your roof on a single family dwelling. He recommended reimbursing individuals who paid for building permits to replace their roof.

4. Approval of Minutes

It was moved to approve the minutes of the April 4, 2017 Regular Meeting.

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

5. Councilmember Reports

No Report.

6. Mayor's Report

Mayor Quist stated she recently walked the existing and proposed Occoquan greenway that begins at the McCoart building and that could possibly join the Town of Occoquan. During that visit she spoke with Supervisor Anderson's Office about possible funding for that process. She also reported about the VFW Horse Parade that is to be held on May 6, 2017 starting at 9 a.m.

7. Staff Reports

- A. Town Attorney:** Mr. Crim, Town Attorney, reported he will discuss the following in closed session: Kiely litigation that is set for trial at the end of May and the Miller Brothers claim relating to River Mill Park.
- B. Town Engineer:** Mr. Reese, Town Engineer, submitted a report as part of the meeting agenda. Mr. Reese went into further detail on two items: the speed study on Washington Street and the Kayak/Canoe Ramp. The speed study on Washington Street did not justify any traffic calming measures along that stretch of road. Ms. Jovanovich stated that the Town request the speed study be done at a specific area and the study was not conducted in that area. She stated she will be requesting an additional study done in the originally requested area.

Councilmember Drakes stated that even though the study does not justify any traffic calming measures, the majority of the vehicles were going more than 25 mph, which is illegal. Ms. Jovanovich stated that without the average traveling speed being above 30 mph in a 25 mph zone, Prince William County will not assist with those traffic calming measures. She also stated that VDOT has denied several request made previously for traffic calming measures.

Mr. Reese stated that he has spoken with DCR who helped the Town receive Federal money for the Town's Kayak/Canoe Ramp. Unfortunately, when using Federal money for a project, the Town cannot accept a single bid. He stated that if the Town wants to go forward, there will need to be a rebid process and the Town must receive a minimum of two bids.

- 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 submitted a manager's report as part of the meeting agenda. No questions were received.
- E. Town Treasurer:** Ms. Rodriquez was not present, however, her treasurer's report was submitted as part of the meeting agenda. No questions were received.
- F. Chief of Police:** Interim Chief Linn provided his April 2017 report with the agenda packet. Mayor Quist inquired about the "promposal" and why the use of paint was required. Chief Linn stated that there were two "promposals" one was some members of the wrestling team at Garfield High School had painted PROM? on their chests. Chief Linn stated the second was done with flowers under the LOVE sign in the park.
- G. Boards and Commissions:** Councilmember Dawson stated that Architectural Review Board met and forwarded the Guidelines created to the Town Council, which will be presented at the next Work Session. Councilmember McGuire stated there was no April Planning Commission meeting.

8. Regular Business

8A. Request to Adopt and Appropriate Fiscal Year 2018 Budget and Tax Rates

It was moved to set the following tax rates for the Fiscal Year 2018 beginning July 1, 2017: a Real Estate Tax Rate of \$0.12 per \$100 of assessed valuation; a Meals Tax Rate of three (3) percent; and a Transient Tax Rate of two (2) percent. It was moved to adopt the Fiscal Year 2018 Budget beginning July 1, 2017 as presented in the amount of \$719,010 and appropriate the funds for the expenditures shown in the budget. It was moved to adopt the Fiscal Year 2018 Capital Improvement Plan beginning July 1, 2017 as presented in the amount of \$291,500 in expenditures and \$100,000 in revenue, and appropriate the funds for the expenditures shown in the budget. It was moved to adopt the Fiscal Year 2018 Mamie Davis Fund beginning July 1, 2017 as presented in the amount of \$2,000 in expenditures and \$4,100 in revenue, and appropriate the funds for the expenditures shown in the budget. It was moved to adopt the Fiscal Year 2018 Craft show Fund beginning July 1, 2017 as presented in the amount of \$216,390 for revenues and \$108,120 for expenditures and appropriate the funds for the expenditures shown in the budget.

A motion was made by Councilmember Fithian, seconded by Councilmember Drakes that the Action Item be approved. Motion passed by poll vote, unanimous.

8B. Request to Approve Vistas at Occoquan As-Builts

It was moved to approve Vistas at Occoquan Final As-Built Drawings.

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

8C. Request to Approve FY 2018 Landscaping Contract

It was moved to approve the FY 2018 Extension to the Town's contract with Virginia Lawn Service, Inc. for landscaping maintenance services (RFP2015-001) for an annual cost of \$17,375.

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

8D. Request to Award Contract and Appropriate Capital Funds for Repairs to Asphalt and Speed Bumps on Poplar Alley to Prince William County Public Works

It was moved to award a contract to Prince William County Public Works Department for the repair of asphalt and speed bumps on Poplar Alley from Ellicott Street to Washington Street and appropriate a not to exceed amount of \$20,000 from the FY 2017 Capital Improvement Fund.

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.

8E. Request to Approve Repairs to Water Lines at Mamie Davis Park

It was moved to approve repairs to the irrigation system and dock water lines in Mamie Davis Park in the amount of \$4,000 from the Mamie Davis Fund.

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

8G. Request to Approve Resolution to Designate Mayor Elizabeth Quist to Perform the Duties of the Town Manager

It was moved to approve the Resolution designating Mayor Elizabeth Quist to temporarily exercise the power and perform the duties of Town Manager, with the authority to delegate said power and duties, until Town Manager Kirstyn Barr Jovanovich resumes her duties as the Town Manager. It was further moved that Mayor Quist shall continue to hold only the one office of Mayor, and receive only her salary in that capacity.

A motion was made by Councilmember Fithian, seconded by Councilmember Drakes 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 the following as permitted by the Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for employment or appointment to ARB and Planning Commission and appointment or promotion of particular Town officers or employees namely Town Sergeant/Chief of Police. Also, Virginia Code Section 2.2-3711 (A) (7) consultation with legal counsel for the pending case of Kiely vs. Houghton, and another matter requiring advice of counsel, specifically the Miller Brothers claim. Councilmember Fithian seconded. The motion carried unanimously. Closed Session began at 7:36 p.m.

The Council came out of closed session at 8:37 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 Fithian seconded.

Motion passed, Ayes – Councilmember Fithian, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire and Vice Mayor Sivigny, by roll call vote.

8F. Request to Appoint Members to Boards and Commissions

It was moved to appoint Kelly Davis to the Architectural Review Board, effective May 2, 2017. It was moved to appoint Elliott Perkins and Ryan Somma to the Planning Commission, effective May 2, 2017.

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

It was moved to direct the Town Attorney and staff to proceed in regards to a personnel matter as discussed during the Closed Session.

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

10. Adjournment

The meeting was adjourned at 8:38 p.m.

Christopher Coon
Town Clerk



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
 Agenda Communication

8. Regular Business	Meeting Date: December 5, 2017
8 D: Request to Appropriate Funding for Settlement Agreement	

Explanation and Summary:

This is a request to appropriate \$17,313 from FY2017 CIP Funds per the settlement agreement and release signed and dated June 23, 2017.

FY2017 CIP Expenses

Project Category	Actual Cost
Street Maintenance	\$11,253.85
Town Hall Renovations	\$33,438.67
Jennings Property	\$51,029.90
River Mill Park Project*	\$162,503.10
Canoe/Kayak Ramp	\$28,230.50
Computer Upgrades	\$1,322.23
A/V Equipment - Town Hall	\$5,993.00
Comprehensive Plan Review	\$1,585.00
Zoning and Subdivision Update	\$17,562.70
Total	\$312,918.95
FY 2017 CIP Budget	\$337,000
(+/-) Over Budget	\$24,081.05

**Includes settlement cost.*

Town Engineer's Recommendation: Recommend approval.

Town Attorney's Recommendation: Recommend approval.

Town Manager's Recommendation: Recommend approval.

Cost and Financing: \$17,313

Account Number: FY 2017 CIP

Proposed/Suggested Motion:

"I move to appropriate \$17,313 from FY 2017 CIP funding for payment of the settlement agreement and release dated June 23, 2017."

OR

Other action Council deems appropriate.

Attachments: None.



TOWN OF OCCOQUAN
TOWN COUNCIL MEETING
Agenda Communication

8. Regular Business	Meeting Date: December 5, 2017
8 E: Request for Consideration of Appointment of Alternate Member to the Architectural Review Board	

Explanation and Summary:

The Town Council appoints members to the Town's Architectural Review Board (ARB). The ARB currently has two vacancies for alternate members. Mr. Johnathan Torres has requested to serve on the ARB as an alternate member. The ARB Chair has reviewed the application and recommends the appointment of Mr. Torres as an alternate member. The term of office is three years.

Town Manager's Recommendation: Recommend appointment of alternate member to the ARB.

Cost and Financing: N/A
Account Number: N/A

Proposed/Suggested Motion:

"I move to appoint Johnathan Torres as an alternate member on the Architectural Review Board, effective December 5, 2017."

OR

Other action Council deems appropriate.

Attachments: (0) None.