



OCCOQUAN TOWN COUNCIL
Regular Meeting Minutes
Town Hall - 314 Mill Street, Occoquan, VA 22125
Tuesday, February 3, 2015
7:00 p.m.

Present: Mayor Liz Quist, Vice Mayor Pat Sivigny, Councilmembers Joe McGuire, J. Matthew Dawson, Jim Drakes and Tyler Brown.
Staff: Kirstyn Jovanovich, Town Manager; Bruce Reece, Town Engineer; Chief Sheldon Levi, Town Sergeant/Chief of Police; Greg Holcomb, Town Clerk.

1. Call to Order

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

2. Pledge of Allegiance

3. Citizen's Time

Mr. Paul Van Der Eijk asked if there were plans for the lighting of Riverfront Park. Mayor Quist advised him that this has been a consideration and Mr. Reese would update the Council in his report.

4. Approval of Minutes

It was moved to approve the minutes of the January 6, 2015 Council Meeting Minutes.

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

It was moved to approve the January 20, 2015 Work Session Meeting Minutes.

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

5. Council Member Reports

Councilmember Drakes noted that as we go into the budget process we need to reach out to the business community better.

Councilmember McGuire reported that the Planning Commission has divided up the work to gather information for the update to the Town's Comprehensive Plan. He further stated that Delegate Surovell facilitated a discussion with a contact in Richmond regarding the kayak launch. Councilmember McGuire also requested that the Town Manager look into roadway striping in Town. Ms. Jovanovich informed the Council that the FY 16 CIP Budget has roadway striping included.

6. Mayor's Report:

Mayor Quist thanked staff for their work last week during the snow event. She then noted a letter she received from a resident regarding the proposed town homes in front of Rockledge and the concern of the impact the townhomes will have on the line of sight of the historic home. Finally, she updated the Council on a matter regarding the Workhouse Arts Festival and a meeting she and Ms. Jovanovich had with their CEO. She stated that she wanted to reach out to Workhouse Arts Center and further discuss how the Town and the Center could identify partnerships with an understanding that they will not hold an event on a Town Craft Show date in the future. She requested consensus from the Council to move forward with these discussions. The Council agreed.

7. Staff Reports

Report of Town Attorney: Mr. Crim, Town Attorney, was absent. No report was given.

Report of Town Engineer: Mr. Reese, Town Engineer, reported on the following activities:

1. Land Disturbance Report:
 - a. Fairfax Water River Station tank demolition
 - b. Occoquan Heights
 - c. 124 Poplar Alley
 - d. Gaslight Landing
 - e. Vistas at Occoquan
 - f. Rivertown Overlook
2. Zoning Approvals
Mr. Reese reported there were several zoning approvals.
3. Noted that Occoquan Heights has requested a bond release.
4. Department of Environmental Quality has approved VSMP authority to the Town.
5. Discussed an issue regarding the County Supervisors and potential actions towards the funding for underground utilities for Route 123 and Route 1.
6. Participated in a conference call with VDOT regarding the Washington Street sidewalk project. VDOT agreed not to work during the Craft Show weekends. It was noted that VDOT was open to the ideas expressed by Council regarding brick pavers and crosswalk signage. VDOT requested assurance that the Town would assume responsibility of maintaining a brick sidewalk.

Mayor Quist asked the Council if they agreed that the sidewalk should be brick and will be maintained by the Town. There was a consensus among the Council.

7. A meeting with Supervisor Mike May's office occurred to discuss lifting proffers from the Oaks III/Tanyard Hill property purchased by the Town in the summer of 2014. It was decided that the best course of action would be to vacate the zoning to remove the proffers but maintain the conservation easement.

It was moved to authorize the Mayor to send a letter on behalf of the Occoquan Town Council to the Prince William County Occoquan Supervisor, The Honorable Mike May, to request County initiated rezoning of the Tanyard Hill Road property to its original zoning designation A1, with the removal of all proffers associated with the property.

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

8. Riverfront Park
 - a. The park is on time and on budget.
 - b. Park entrance and restroom facility site plan is before the Planning Commission; may request approval from the Planning Commission pending satisfaction of all the groups reviewing the plans.
 - c. Utility companies are designing the utilities for the relocation efforts to remove the overhead facilities and put them on the walking bridge.
 - d. Structural engineering package has been submitted to VDOT for approval.
 - e. Geotechnical engineer has been on site for soil borings with lab analysis occurring sometime next week.
 - f. The Water Authority has requested a plat that will incur an additional \$1,500.
 - g. Town Ordinance requires a lighting plan to be designed. A lighting consultant was hired to complete. This incurred an additional cost of \$2,900.
 - h. The Work Session on January 20, 2015 provided good feedback for the design of the pavilion facility.
 - i. Working with U.S.A. Shade for a canvass pylon to finalize the canopy portion of the facility.
 - j. Resolution of a storm water runoff issue that was not part of the original design. Fairfax Water Authority agreed to resolve the storm water problem on the site.
9. Reviewing the Building Official request for proposals; two bidders were received.

Report of Town Manager: Ms. Kirstyn Jovanovich, Town Manager, reported on the following:

1. Reminded Council that she will be out February 12-13 for the Virginia Local Government Managers Association conference.
2. Further reminded the Council that FY 16 Budget discussions begin on February 17, public hearings in April with final approval by May 5, 2015.
3. Reported that Mr. Brill has been cleaning up the Annex facility. This included selling surplus property. He is currently building a fence section to block the outside storage area.
4. The Coffee House of Occoquan has been padlocked by the Commonwealth of Virginia. Town staff is working on calculating what may be owed to the Town and will move forward with appropriate liens.
5. The Town has collected \$5,224 in delinquent BPOL taxes to date; this does not include penalties and interest charges.
6. Delinquent Meals Tax includes four months for Occoquan Inn, Pink Bicycle paid some months but is still behind two months, and the Coffee House is still delinquent two months. The Treasurer is taking action to further resolve these delinquencies.
7. Approximately \$131,000 has been spent to date on the Riverfront Park project, which is reimbursable by Prince William County's Capital Improvement Plan.
8. Requested Council's consent in forming a resident's committee to research and apply for grants to be utilized by the Town.

Report of Chief of Police: Chief Levi provided a report on public safety activities during January 2015.

Boards and Commissions:

Architectural Review Board Report: Ms. Brenda Seefeldt, Chair, reported on the following activities:

1. The ARB approved three signs, two exterior elevations and two certificates of appropriateness.

8. Regular Business

8A. River Park Naming

It was moved to recommend "Oronocah Park" to Fairfax Water as the name for the future river park located at the west end of Mill Street."

A motion was made by Councilmember Brown, but did not receive a second.

It was moved to recommend "River Mill Park" to Fairfax Water as the name for the future river park located at the west end of Mill Street."

A motion was made by Councilmember McGuire, seconded Councilmember Dawson that the Action Item be approved. The motion carried 4-1, with Councilmember Brown voting Nay.

8B. Proposed Removal of Parking Spaces in Front of Mamie Davis Park

It was moved to remove two on street parking spaces in front of Mamie Davis Park.

A motion was made by Vice Mayor Sivigny, seconded Councilmember Brown that the Action Item be approved. The motion carried 3-2, with Councilmember Dawson and Councilmember McGuire voting Nay.

8C. Fiscal Year 2016 Goal Setting Discussion - Continued from January 20, 2015

It was moved to adopt the goals of Council for the remainder of the two year term: Parking Issues; Pedestrian Safety and Access; Historic preservation and Town appearance; Riverwalk Project; Community Programming and Development; Stormwater Management.

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

8D. Request to Approve Town Council 2015 Meeting Schedule

It was moved to approve the 2015 Council Meeting Schedule as presented.

A motion was made by Councilmember Dawson, seconded Councilmember McGuire that the action item be approved. The motion carried, unanimous.

8E. Request to Appropriate Funding for Police Vehicle Graphics Package

It was moved to appropriate an amount not to exceed \$1,000 to purchase a permanent graphics package for the Town's Police vehicle from public safety grant funds.

A motion was made by Councilmember McGuire, seconded Councilmember Drakes that the action item be approved. The motion carried, unanimous.

9. Closed Session

Vice Mayor Sivigny moved that the Council convene in closed session to discuss as permitted by Virginia Code Section 2.2-3711(A)(1), a personnel matter involving consideration or interviews of candidates for employment or appointment to the Architectural Review Board, Board of Zoning Appeals and Planning Commission. Councilmember McGuire seconded. **The Motion Carried unanimously.**

The Council came out of closed session at 8:59 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 Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.**

Appointments to Boards and Commissions

It was moved to appoint Ms. Kathleen Alden, Business Representative to the Architectural Review Board.

A motion was made by Councilmember Dawson, seconded by Vice Mayor Sivigny. Motion passed, Ayes- Councilmember Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.

It was moved to appoint Mr. Danniell Braswell to the Architectural Review Board, contingent on the closing of his home and obtaining residency in the Town of Occoquan.

A motion was made by Councilmember Dawson, seconded by Councilmember McGuire. Motion passed, Ayes- Councilmember Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.

It was moved to appoint Mr. David Irwin to the Planning Commission.

A motion was made by Councilmember Brown, seconded by Vice Mayor Sivigny. Motion passed, Ayes- Councilmember Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.

It was moved to appoint Mr. Brett Stevens to the Planning Commission.

A motion was made by Vice Mayor Sivigny, seconded by Councilmember McGuire. Motion passed, Ayes- Councilmember Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny, by roll call vote.

It was moved to submit three names to the Prince William County Circuit Court for appointment to the Board of Zoning Appeals: Ms. Teresa Janssen, Mr. Earnie Porta, and Ms. Pauline Brown.

A motion was made by Councilmember Dawson, seconded by Councilmember McGuire. Motion passed, Ayes- Councilmember Brown,

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

It was moved to submit three names to the Prince William County Circuit Court nominate for appointment to the Board of Zoning Appeals, to fulfill the unexpired term of Mr. Leo Smith: Ms. Vicky Somma, Mr. Ramsey Baerga, and Ms. Betty Dean.

A motion was made by Councilmember Dawson, seconded by Councilmember Drakes. Motion passed, Ayes- Councilmember Brown, Councilmember Drakes, Councilmember Dawson, Councilmember McGuire, and Vice Mayor Sivigny by roll call vote.

10. Adjournment

The meeting adjourned at 9:03 p.m.

Greg Holcomb, Town Clerk