



**OCCOQUAN TOWN COUNCIL**  
**Work Session Meeting Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, August 19, 2014**  
**7:00 p.m.**

**Present:** Mayor Liz Quist, Vice Mayor Pat Sivigny and Councilmembers Joe McGuire, J. Matthew Dawson, and Jim Drakes.

Staff: Kirstyn Barr, Town Manager; Abigail Breeding, Town Treasurer; Matt Williams, Town Zoning Administrator; Greg Holcomb, Town Clerk.

**Absent:** Councilmember Tyler Brown

### **1. Call to Order**

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

### **2. Regular Items**

#### **2A. End of Fiscal Year Presentation**

Mayor Quist and Ms. Breeding presented information on end of year financials for fiscal year 2014. The discussion included an overview of budget versus actual and previous year comparisons.

Councilmember Drakes requested more detail regarding the Economic Development funding within the FY 2014 budget. Mayor Quist stated that the Economic Development cost was supported by craft show funds as opposed to operating funds, and was intended for an Economic Development Office as outlined in the Town's Strategic Plan. The funds have thus far been used for other Strategic Planning goals including marketing initiatives during FY 2014.

Mayor Quist provided a summary of the Craft Show expenses and revenues for the last six shows. She noted that the Spring 2014 show was down from the year before due to a decrease in revenue and additional costs for security. She noted that the show's net revenue was within the budget of \$120,000, and further stated that shows going back to the early 1990's have had similar revenues. Councilmembers expressed concerns about the quality of the show, vendors not returning and other conflicting events within the region.

#### **2B. Construction Inspection Options: County vs. Private**

Ms. Barr opened the discussion by explaining that the Town received an unsolicited proposal from Total Construction Services (TSC) for building inspection services. She noted that TSC currently serves Dumfries and Haymarket. Ms. Barr stated that if the Town wished to move from the County to a private company to manage the program, the Town would add the cost to the fee schedule. There was discussion on the merits of the private firm and concerns of staffing time. Councilmembers recommended that Ms. Barr obtain proposals from several companies to discuss in October or November.

#### **2C. Curb Painting in the Historic District**

Ms. Barr asked Council for direction regarding yellow paint on curbs within the Historic District. She noted that the paint is in serious need of maintenance or removal. It was noted that signs are enforceable in relation to parking enforcement, while painted curbs serve as a visual cue. Ms. Barr requested guidance from Council on whether or not to refresh or remove yellow curb paint within the historic district. Town Council recommended that Ms. Barr create a map of the Historic District highlighting areas of concern and obtain quotes for the removal and refreshing of painted curbs.

Ms. Barr further noted that during the last Council meeting a resident expressed concern about the lack of crosswalks in key locations in the historic district. She stated that VDOT will not allow the Town to install crosswalks on VDOT streets in areas that do not have ADA compliant sidewalks. She will work with the Town Engineer to identify key locations for crosswalks and obtain cost estimates to bring sidewalks up to ADA standards and include in the Capital Improvement Plan discussion for the upcoming budget cycle.

### **3. Adjournment**

The meeting adjourned at 7:41 p.m.

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Greg Holcomb, Town Clerk