



**OCCOQUAN TOWN COUNCIL**  
**Work Session Minutes**  
**Town Hall - 314 Mill Street, Occoquan, VA 22125**  
**Tuesday, November 18, 2014**  
**7:00 p.m.**

**Present:** Mayor Elizabeth Quist; Vice Mayor Pat Sivigny; Councilmember Tyler Brown; Councilmember J. Matthew Dawson; Councilmember Jim Drakes; Councilmember Joe McGuire.

**Staff:** Kirstyn Barr Jovanovich, Town Manager; Sheldon Levi, Chief of Police; Abigail Breeding, Treasurer; Krista Forcier, Arts and Craft Show Director; Bruce Reese, Town Engineer; Matt Williams, Assistant Town Engineer/ Zoning Administrator; Greg Holcomb, Town Clerk.

**Guests:** Nat Atapoor, Fairfax Water, Director of Construction; Bill Harrison, Fairfax Water, Project Manager- Riverfront Park; Steve Johnson, GOEL Services; Craig Harrison, GOEL Services.

**Absent:** None

**1. Call to Order**

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

**2. River Park Update: Naming Options, Future Programming, Construction Process Issues**

**A. Construction Process Issues**

Mr. Atapoor reviewed the background of previous discussions regarding the needs and expectations of both Town Officials and Fairfax Water regarding contractual restrictions and construction traffic. He noted that due to the nature of removing the large water pipe bridge from over the river there was increased truck traffic during that time period.

Councilmembers asked questions regarding proper signage and how flagmen were handling traffic flows.

**B. Park Naming Options**

Ms. Barr Jovanovich discussed the need to develop a name for River Park early in 2015 due to the lease agreement that provides for Fairfax Water's approval of the name.

The Council discussed guidelines for the naming of the park. They desired a name that was not repetitive of other parts of town, such as Mill or Occoquan. They also found it desirable to not name the park after a person. They directed

Ms. Barr Jovanovich to research more of the history of the property and to bring forward naming options for consideration at a future meeting.

### **C. Future Park Programming**

Ms. Barr Jovanovich outlined the need for the Council to discuss what type of programming they desire for the park to fit plans into the FY 2016 Budget cycle and to obtain approval from Fairfax Water per the lease agreement.

The Council discussed programming options and target audiences they wished to attract to the site.

### **3. Treasurer's Report - FY2015 Year to Date Report (First Quarter)**

Ms. Breeding presented the FY2015 first quarter financial report with the Council. She noted that the accounts receivable and assets were relatively the same as last year. She further noted that the net income was up \$12,300, which can be partially attributed to the increased Meals Tax payments being made.

The Council had concerns over maintenance, legal, and professional service expenses. It was noted that much of the maintenance budget is in contractual agreements.

### **4. Fall 2014 Arts and Craft Show Report**

Ms. Forcier provided highlights of the Fall 2014 Arts and Crafts Show. She remarked that expenses were lower and income was higher than the Spring 2014 show.

Ms. Forcier outlined potential programming and improvements for future shows. The Council gave her permission to explore sponsorship opportunities for the Spring Arts and Crafts Show.

### **5. Proposed Architectural Review Board Business Representative**

The Council discussed the ordinance to amend Town Code Section 2-402 and 2-403 to add a business owner that does not have to be a resident of the Town, as a member of the Architectural Review Board. In their discussion they amended the proposed ordinance to read that a member "may" be a business owner, instead of "shall" be a business owner. The Council then removed from Section 2-402 "Membership" the proposed amended line "and (3) without violation of any town ordinance within the two (2) years prior to his or her appointment to the ARB". They further agreed that the length of the term of the Business Representative shall end if they no longer maintain a business in Town or are not a resident.

In addition, they also reviewed the new application for membership to boards and commissions, noting that a clear application and recommendation process should be added to Section 2-403 "Term of Office; removal; vacancies".

#### **6. Town Building Official RFP**

The Council reviewed the Town Building Official Request for Proposal. The Members also discussed that a new fee schedule would be worked out once a new Building Official was hired. The schedule would need to incorporate Town staff time as well as the Building Official's fees. The Council agreed to move forward with the proposal process and to seek out a new Building Official.

#### **7. Adjournment**

Mayor Quist adjourned the meeting at 9:06 p.m.

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Greg Holcomb, Town Clerk