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**Town of Louisa
Monthly Meeting
February 20, 2018**

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Present: R. Garland Nuckols, Mayor; Mary Jane Clarke, A. Daniel Carter, James S. Artz, Bud Dulaney, Council members; Jeff Gore, Legal Counsel; Tom Filer, Town Manager; Jessica M. Ellis, Clerk; Elizabeth T. Nelson, Treasurer; M. Brad Humphrey, Public Works Director; Ronnie Roberts, Chief of Police

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Absent: Jessie Lassiter, Vice-Mayor

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Also in Attendance: Regina Cooke, Louisa Chamber of Commerce

All copies, including: reports, handouts, and documents can be found following the minutes.

Mayor Nuckols called the Louisa Town Council meeting to order at 6:00 p.m.

BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Mayor Nuckols stated that he would like to make a few changes to the agenda: remove items no. 1 & 2 under Old Business to be discussed by the respective committees and return to Council at a later date; and add an item (no. 8 – LAC Appointment) for discussion under New Business.

Mr. Filer introduced Robert Smith to Council as a new member of the Public Works Department. Mr. Filer stated that Robert comes to us with experience working on water lines. Council then welcomed Robert to the town.

Council member Artz made the motion to approve the agenda as

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2 amended. Council member Dulaney seconded the motion. The vote
3 went as follows: 4-0 in favor.
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5 **OLD BUSINESS**

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7 *(Items 1 & 2 were removed from the agenda.)*
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9 **NEW BUSINESS**

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11 **1) Discussion/Action: Louisa Chamber of Commerce Outdoor**
12 **Permit**
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14 Mr. Filer briefly reviewed his memo to Council and the application
15 submitted by Louisa County Chamber of Commerce. Mr. Filer stated
16 that last year's event was a success and the Chamber planned to
17 follow the same plan with a couple of exceptions: Woolfolk Avenue
18 and Rosewood Avenue would be closed to vehicular traffic; and a
19 vendor would be there this year selling fireworks.
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21 Mayor Nuckols stated that he had concerns with the sale of fireworks
22 at a large public event for safety concerns. Council member Carter
23 stated that from a safety stand point, he understands the Mayor's
24 concern. Council member Artz stated that he did not have a stance
25 on the matter.
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27 Council member Carter made a motion to approve the application
28 submitted by the Chamber of Commerce without the sale of
29 fireworks. Council member Clarke seconded the motion. The vote
30 went as follows: 4-0 in favor.
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32 **2) Discussion/Action: Young Life Louisa 5K Permit**
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34 Mr. Filer briefly reviewed the application submitted by Young Life and
35 stated that the race was very successful last year.
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37 Council member Dulaney made the motion to approve the application
38 submitted by Louisa Young Life. Council member Artz seconded the
39 motion. The vote went as follows: 4-0 in favor.

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3) Discussion/Action: Historical Society Outdoor Permit

Mr. Filer noted that this event, an annual Heritage Day Festival, will occur on the same day as the Young Life 5K, and will briefly share the same set up space here at the Louisa Town Office/Louisa Arts Center parking lot. Mr. Filer stated that the Historical Society plans to have live music and vendors on site that day.

Council member Artz made the motion to approve the application submitted by the Louisa County Historical Society. Council member Clarke seconded the motion. The vote went as follows: 4-0 in favor.

4) Discussion/Action: PD VML Ins. Grant Approval

Mr. Filer reported that Chief Roberts reached out to VML in regards to a grant that would aid in the purchase of protective gear such as vests, rain jackets, etc. The total cost of the purchase is \$2145.99 and Mr. Filer stated that the police department was awarded a \$2000 grant - the remaining amount needed to cover the cost would come from the police budget. Mr. Filer noted that the grant does not require matching funds.

Council member Carter made the motion to approve and accept the grant. Council member Clarke seconded the motion. The vote went as follows: 4-0 in favor.

5) Discussion/Action: Refinance USDA/RD Application Approval Resolution

Mr. Filer briefly stated that this resolution would allow the town to further research their options in trying to pay down town and Louisa Arts Center debt.

Council member Clarke made the motion to adopt the resolution and authorize the Town Manager to file the resolution with USDA/RD. Council member Artz seconded the motion. The vote went as follows: 4-0 in favor.

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2 **6) Discussion/Action: USDA/RD Vehicle Grant Loan Application**
3 **Approval Resolution.**
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5 Mr. Filer reported that USDA/RD offers a grant loan program for
6 emergency and utility vehicles. Mr. Filer stated that a program such
7 as this could potentially allow the town to proceed with their yearly
8 plan to purchase police vehicles and town utility vehicles. Mr. Filer
9 stated this grant loan application requires that a resolution be
10 adopted and submitted to get the application process started.

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12 Council member Dulaney made the motion adopt the resolution and
13 authorize the Town Manger to file the resolution with USDA/RD.
14 Council member Artz seconded the motion. The vote went as
15 follows: 4-0 in favor.

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17 Mr. Filer then reported that after meeting with Davenport and
18 Company regarding town debt, he received information and advice
19 from them wherein it would be beneficial to the town to allow
20 Davenport and Company to provide the town with advisory services
21 in relation to past and future refinancing. Mr. Filer stated that a
22 resolution was included in the supplemental packet for Council to
23 consider. Mr. Filer noted that this resolution is a non-binding
24 agreement that only allows Davenport to develop finance plans and
25 take steps to initiate the financial process, and that Council has the
26 final approval.

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28 Council member Carter made the motion to adopt the resolution.
29 Council member Clarke seconded the motion. The vote went as
30 follows: 4-0 in favor.

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32 **7) Discussion/Action: CD Reinvestment – Hillcrest Fund**
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34 Council member Dulaney made the motion to reinvest the Hillcrest
35 Fund CD with Essex Bank for 13 months at 1.4% APR. Council
36 member Artz seconded the motion. The vote went as follows:
37 Dulaney for; Carter, abstain; Artz, for; Clarke, for.

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8) Discussion/Action: LAC Appointment

Mayor Nuckols stated that the town's representative on the board for the Louisa Artz Center, Troy Wade, stepped down and the position needed to be filled. Mr. Nuckols reported that Council member Lassiter had expressed her willingness to serve in his absence, therefore, he appointed her to fill the vacancy.

Mayor Nuckols stated that there is still one vacant seat remaining, and if Council knew of anyone in town who might be interested to please let him know.

STANDING COMMITTEE REPORTS

Police Department:

(Please refer to the Police Department report.)

Chief Roberts reviewed the Police Department's report and fielded questions from Council. Chief Roberts also took a moment to speak to Council about grant funding being issued by the Governor's Office for law enforcement. Chief Roberts reported that he would like Council's approval to proceed with application and purchase of: body cameras; a K9 transport box; and two computer towers to house records which would cost approximately \$12,000-15,000. The Chief noted that the grant needs to be submitted by this Friday, February 23, 2018 and does not require matching funds.

Council member Dulaney made the motion to approve the Police Department's request to apply for a grant with the Commonwealth of Virginia for up to \$15,000 for the specific items listed in the Chief's presentation with additional input from the Police Committee and Town Manager so that the application can be submitted by the Friday deadline. Council member Carter seconded the motion. The vote went as follows: 4-0 in favor.

Police Committee:

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No report.

Water & Sewer Department:

(Please refer to the Water & Sewer Department report.)

Mr. Humphrey highlighted areas of interest from his report and noted that he had recently completed some educational training.

Litter Committee:

No report.

Streets & Sidewalks

No report.

Cemetery

No report.

REPORTS FROM STAFF

Counsel

No report.

Clerk

No report.

Treasurer

No report.

Manager

Mr. Filer made note of the following:

- The town's GIS system is being built by Mary Johnson.
- Election Update: there has been no reported interest in the two Council seats that will be up in July 2018.
- Software Update: the County of Louisa will be making a transition to a new accounting software soon and has invited town employees to sit in on the presentation.
- It is time to schedule budget work session dates.

Mr. Gore informed Council that they need to run an advertisement for a public hearing in regards to the property located behind Louisa Auto Parts located at 221 E Main Street.

Council member Carter made the motion to run the public hearing advertisement. The motion was seconded by Council member Artz. The vote went as follows: 4-0 in favor.

CLOSED SESSION

Council Member Dulaney made the motion to convene in closed session to discuss the following: as permitted by Virginia Code § 2.2-3711(A)(1), for the discussion of a personnel matter. Council member Clarke seconded the motion. The vote went as follows: 4-0 in favor.

Council went into closed session at 7:00 p.m.

REGULAR SESSION

Council Member Dulaney made the motion to go back in to Open Session. Council Member Artz seconded the motion. The vote went as follows: 4-0 in favor.

Council returned to regular session at 8:03 p.m.

CERTIFICATION OF CLOSED SESSION

Council member Artz made the motion certifying that, in the closed session just concluded, nothing was discussed except the matter or

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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. Council member Dulaney seconded the motion. The vote went as follows: Carter, for; Clarke, for; Artz, for; Dulaney, for (4-0 in favor).

ACTION:

There was no action taken following closed session.

COMMUNICATIONS

None.

ADJOURNMENT

At 8:08 p.m., Mayor Nuckols made the motion to adjourn the meeting.

Mayor

Clerk