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

**Present:** Jessie Lassiter, Vice-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; Randal Skeen, Lieutenant for the Louisa Police Dept.

**Absent:** R. Garland Nuckols, Mayor Ronnie Roberts, Chief of Police

**Also in Attendance:** Deana Meredith, The Central Virginian; Rob See, Louisa Arts Center

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

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

**BUSINESS FROM THE FLOOR**

None.

**CONSENT AGENDA**

Vice-Mayor Lassiter stated that the agenda needed to be amended as follows: remove item no. 2 under Old Business (Cemetery Policy) to be discussed at a later date; add USDA Vehicle Purchase for discussion/action and VCB Finance Resolution PD Vehicle as item no. 3 & 4 under New Business; and move Budget Workshop Planning down from item no. 3 to no. 5 under New Business.

1  
2 Council member Artz made the motion to approve the agenda as  
3 amended. Council member Dulaney seconded the motion. The vote  
4 went as follows: 4-0 in favor.

5  
6 **PUBLIC HEARING**

7  
8 **Disposition of 0.02 Acres of Land**

9  
10 Vice-Mayor Lassiter opened the public hearing at 6:02 p.m.

11  
12 Mr. Filer spoke briefly referring to the information provided in the  
13 packet pertaining to the proposed sale of approximately .0020 acres  
14 of unimproved town property located at 219 E Main Street. Mr. Filer  
15 went on to state that the public hearing is being held for discussion  
16 from the public; and following the close of the public hearing, should  
17 Council desire to sell the property, there is an ordinance that Council  
18 must adopt prior to the actual sale taking place.

19  
20 Vice-Mayor Lassiter then called for any public comment, hearing  
21 none, she closed the public hearing at 6:04 p.m.

22  
23 Council member Artz made the motion to adopt the ordinance.  
24 Council member Clarke seconded the motion. During the discussion  
25 period, Council member Dulaney voiced his concern with moving  
26 forward without legal Counsel being present. Council members Artz  
27 and Clarke agreed to defer their discussion on the matter until Mr.  
28 Gore, Town Attorney, had arrived to the meeting to provide  
29 guidance/answer any questions.

30  
31 *See action taken following the Louisa Arts Center presentation.*

32  
33 **PRESENTATION**

34  
35 **Louisa Arts Center**

36  
37 Robert See, President of the Board of Directors for the Louisa Arts  
38 Center, stood before Council and thanked them for their continued  
39 financial support and spoke at length of their upcoming events.

1  
2       *Following Mr. See's presentation, Vice-Mayor Lassiter and Council*  
3       *member Dulaney updated Mr. Gore upon his arrival on where Council*  
4       *was in regards to the sale of town property.*

5  
6       *Mr. Gore then spoke reiterating that, following the public hearing,*  
7       *Council would need to adopt the ordinance before being able to sell*  
8       *the property, if desired. Mr. Gore added that Council should include*  
9       *authorizing Legal Counsel to negotiate the sale of the property in their*  
10       *motion as the survey of the property revealed that the size of the*  
11       *property is much smaller than first anticipated.*

12  
13       *Council member Artz made the motion to adopt the ordinance and*  
14       *authorize the Town Attorney to negotiate a selling price. Council*  
15       *member Clarke seconded the motion. The vote went as follows: 4-0*  
16       *in favor.*

17  
18       **OLD BUSINESS**

19  
20       **1) Discussion/Action: Personnel Policy Amendment**

21  
22       Mr. Filer spoke briefly about the policy stating that it had been  
23       reviewed and amended by legal counsel and staff since Council's last  
24       review of the policy in February and was ready for consideration.  
25       Council member Dulaney took a moment to address concerns  
26       regarding: the policy applying to volunteers as well as personnel; and  
27       clarifying that, under section F. Responsibilities of the policy,  
28       supervisors are to initiate an investigation in such instances even if  
29       the person who was victimized has not reported an incident to them.  
30       Mr. Gore responded stating that Council can adopt the policy this  
31       evening pending those changes being addressed and the  
32       Personnel/Police Committee's final approval.

33  
34       Council member Dulaney then made a motion to accept the  
35       personnel policy amendment with two exceptions: 1) Mr. Gore and  
36       Mr. Filer review and amend concerns as requested by Mr. Dulaney,  
37       and 2) The Personnel/Police Committee has the final review of the  
38       policy. Council member Artz seconded the motion. The vote went as  
39       follows: 4-0 in favor.

1  
2 ***(Item no. 2 was removed from the agenda.)***

3  
4 **NEW BUSINESS**

5  
6 **1) Discussion/Action: Water Restrictions Lifted**

7  
8 Council member Clarke made the motion to adopt the Water  
9 Restriction Resolution. Council member Dulaney seconded the  
10 motion. The vote went as follows: 4-0 in favor.

11  
12 **2) Discussion/Action: Obsolete Equipment**

13  
14 Council member Artz made the motion to authorize the sale of  
15 obsolete equipment. Council member Carter seconded the motion.  
16 The vote went as follows: 4-0 in favor.

17  
18 **3) Discussion/Action: USDA/RD Vehicle Grant/Loan Resolution**

19  
20 **USDA/RD Vehicle Grant/Loan Resolution**

21  
22 Mr. Filer directed Council's attention to the resolution in the packet  
23 referring to the purchase of a police car and a truck for public works  
24 and spoke before the following action was taken:

25  
26 Council member Dulaney made the motion to adopt the USDA/RD  
27 Resolution for the purchase of a police car and a public works truck.  
28 Council member Artz seconded the motion. The vote went as  
29 follows: 4-0 in favor.

30  
31 **4) Discussion/Action: VCB Finance Resolution**

32  
33 Mr. Filer then referred to the VCB Finance resolution before the  
34 following action was taken:

35  
36 Council member Artz made the motion to adopt the VCB Finance  
37 Resolution for the police car. Council member Dulaney seconded the  
38 motion. The vote went as follows: 4-0 in favor.

1  
2 **5) Discussion/Action: Budget Work Session Planning**

3  
4 Council and staff set Tuesday, April 3, 2018 at 5:00 p.m. to be the  
5 first budget work session.

6  
7 **STANDING COMMITTEE REPORTS**

8  
9 Police Department:

10  
11 *(Please refer to the Police Department report.)*

12  
13 Lieutenant Skeen stood in for Chief Roberts and reviewed the Police  
14 Department's report and fielded questions from Council. Lieutenant  
15 Skeen also introduced two new auxiliary officers to Council.

16  
17 Police Committee:

18  
19 No report.

20  
21 Water & Sewer Department:

22  
23 *(Please refer to the Water & Sewer Department report.)*

24  
25 Mr. Humphrey highlighted areas of interest from his report.

26  
27 Litter Committee:

28  
29 No report.

30  
31 Streets & Sidewalks

32  
33 No report.

34  
35 Cemetery

36  
37 No report.

38  
39

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2       **REPORTS FROM STAFF**

3  
4       Counsel

5  
6       No report.

7  
8       Clerk

9  
10      No report.

11  
12      Treasurer

13  
14      No report.

15  
16      Manager

17  
18      Mr. Filer made note of the following:

- 19  
20      • We will be purchasing and installing a new IBM server soon to  
21        replace our aging system. We are currently waiting for contract  
22        and pricing information.  
23  
24      • Donnie Seay has decided to stay on with the town another year  
25        before retiring.

26  
27      **COMMUNICATIONS**

28  
29      None.

30  
31      **ADJOURNMENT**

32  
33      At 6:42 p.m., Vice-Mayor Lassiter made the motion to continue the  
34      meeting to Tuesday, April 3, 2018 at 5:00 p.m. for the first budget  
35      work session.

36  
37  
38      \_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk