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**Town of Louisa
Monthly Meeting
April 17, 2018**

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Present: R. Garland Nuckols, Mayor; 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; Ronnie Roberts, Chief of Police

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Absent: None

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Also in Attendance: Randal Skeen, Lieutenant of the Louisa Police Department; Deana Meredith, The Central Virginian; Lavahn Hoh, Executive Director of the Louisa Arts Center; Megan Dubois, Development and Community Relations Director for the Louisa Arts Center; Maeve Myers, Louisa County Middle School

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

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Mayor Nuckols called the Louisa Town Council meeting to order at 6:01 p.m.

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BUSINESS FROM THE FLOOR

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Lavahn Hoh, Executive Director of the Louisa Arts Center, introduced Megan Dubois, the new Development and Community Relations Director for the Louisa Arts Center, to Council. Megan took a moment to express her excitement and eagerness to be here in Louisa and begin working with staff and the community.

CONSENT AGENDA

Mayor Nuckols and Mr. Filer stated that a few changes needed to be made to the agenda: Mayor Nuckols requested that item no. 4 under

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New Business – Resolution of Recognition Middle School Student be moved up to follow the approval of the consent agenda; Council member Dulaney stated that item no. 1 under Old Business – Personnel Policy Amendment was already approved at last month’s meeting and item no. 6 under New Business – PD Agreement for Federal Surplus Equipment is being handled by the Police Committee therefore, both could be removed; Mr. Filer stated that item no. 5 under New Business – Funding to Purchase Mini-Excavator can be pulled as they are no longer interested in purchasing it; and Mayor Nuckols stated that two items needed to be added to the agenda under New Business as item no. 8 – Outdoor Permit Town of Louisa PD, and item no. 9 – Outdoor Permit Modification Louisa Chamber of Commerce.

Council member Artz made the motion to approve the agenda as amended. Council member Carter seconded the motion. The vote went as follows: 5-0 in favor.

OLD BUSINESS

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

2) Discussion/Action: Cemetery Policy

Mr. Filer reported that staff had discussed the matter of not having a set policy stating specific rules as to what is/is not allowed at Hillcrest and who is authorized to conduct business in the cemetery. Mr. Filer expressed that staff is concerned that grave sites and/or stones could be damaged by persons who are not authorized nor insured to do work there. Mr. Filer and Mrs. Ellis, Clerk, went further to explain that the set of rules included in the packet are, for the most part, the same set of rules that have been handed out through the years when cemetery sales are made with the exception of the last paragraph referencing bonded companies or individuals.

Mr. Filer stated that the Cemetery Committee and Legal Counsel have reviewed the rules and recommend approval.

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2 Council member Lassiter made the motion to approve the cemetery
3 rules/policy. Council member Carter seconded the motion. The vote
4 went as follows: 5-0 in favor.

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6 Council member Dulaney requested that the rules/policy be posted
7 on the town's website.

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9 **NEW BUSINESS**

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11 **1) Discussion/Action: Thomas Jefferson Planning District**
12 **Regional Hazard Mitigation Plan**

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14 Mr. Filer briefly referred to the memo, updated plan, and resolution
15 that was included in the packet before stating that the TJPDC
16 updates the Regional Hazard Mitigation Plan every five years and all
17 localities need to vote on a formal resolution of adoption of the
18 Regional Hazard Mitigation Plan.

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20 Council member Clarke made a motion to adopt the Regional Natural
21 Hazard Mitigation Plan Resolution. Council member Lassiter
22 seconded the motion. The vote went as follows: 5-0 in favor.

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24 **2) Discussion/Action: Zoning Code Amendment**

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26 Mr. Filer referred to the memo included in the packet and the
27 proposed resolution that would create a process for administrative
28 modifications which would allow the town zoning areas to reflect the
29 same modification ability as in the PUD district. If approved, the
30 Planning Commission and Town of Louisa would both be required to
31 hold a public hearing on the matter – a joint hearing can be held to
32 save time.

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34 Mr. Gore stated that this amendment is optional and not required.
35 Mr. Gore also stated the amendment would apply to all districts, and
36 still protects the integrity of the zoning rules.

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38 Council member Clarke made the motion to adopt the Zoning Code
39 Amendment Resolution. Council member Carter seconded the

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2 motion. The vote went as follows: 5-0 in favor.

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4 **3) Discussion/Action: Budget Work Shop**

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6 *(Item no. 4 was moved to follow the approval of the consent agenda.)*

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8 *(Item no. 5 was removed from the agenda.)*

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10 *(Item no. 6 was removed from the agenda.)*

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12 **4) Discussion/Action: Memorial Day Parade**

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14 Mr. Filer reported that this parade was held last year by the Steel
15 Warriors Motorcycle Club. The only change is that they will start their
16 ride at Courthouse Square and will not return to town. Mr. Filer
17 stated that they have filed the necessary paperwork with VDOT, but
18 he's waiting to hear back from them on their liability insurance.

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20 Council member Carter made the motion to approve the Memorial
21 Day Parade permit. Council member Artz seconded the motion. The
22 vote went as follows: 5-0 in favor.

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24 **5) Discussion/Action: Outdoor Permit – Town of Louisa Police**

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26 Council member Dulaney made the motion to approve the Town of
27 Louisa Police Department's permit for their Cops for Kids event on
28 Saturday, May 12th at the town park. Council member Lassiter
29 seconded the motion. The vote went as follows: 5-0 in favor.

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31 **6) Discussion/Action: Outdoor Permit Modification – Louisa
32 County Chamber of Commerce**

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34 Mr. Filer stated the Chamber of Commerce has requested to modify
35 their permit by adding a petting zoo in the town parking lot adjacent to
36 Frostie's Rail Stop on the corner of Main St and Cutler Ave, and also
37 to allow six foot tables butted against buildings on the sidewalk along
38 Main Street from 10:00 am to 4:00 pm.

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2 Council member Lassiter made the motion to approve the Chamber
3 of Commerce's modification request. Council member Artz seconded
4 the motion. The vote went as follows: 5-0 in favor.

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6 **STANDING COMMITTEE REPORTS**

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8 **Police Department:**

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

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12 Chief Roberts reviewed the Police Department's report and fielded
13 questions from Council.

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15 **Police Committee:**

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17 No report.

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19 **Water & Sewer Department:**

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

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23 Mr. Humphrey highlighted areas of interest from his report and then
24 spoke of the sewer line issues in town (Loch Lane Drive, Lyde
25 Avenue, Fredericksburg Avenue) and specifically addressed the need
26 to probe and camera the line in front of the town office building. Mr.
27 Humphrey stated that he planned to sit down with Mr. Filer in the
28 morning to come up with a plan now that he has obtained cost
29 estimates. Mr. Humphrey then noted that the Streets and Sidewalks
30 Committee met today and discussed the following: the Cammack
31 Street/West Main Street sidewalk project; and the possibility of a
32 future Draper Aiden study.

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34 **Litter Committee:**

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36 No report.

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38 **Streets & Sidewalks**

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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:

- eCode has started their review of our Town Code.
- John Jones' truck has been ordered.
- One of the recently purchased PD vehicles are in, and two more are on their way.
- The Arts Center refinance process is underway.
- The town's finance server has been ordered.
- Two additional light poles and fixtures were purchased and have arrived to keep in storage in should the need arise to replace any in the downtown area.
- Trees are being ordered to replace those that were damaged during the wind storm.

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COMMUNICATIONS

Council member Dulaney suggested that committee members update Council during the monthly Town Council meetings after they've met to keep them informed.

ADJOURNMENT

At 6:51 p.m., Council member Dulaney made the motion to continue the meeting to Monday, April 23, 2018 at 5:00 p.m.

Mayor

Clerk