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**Town of Louisa  
Monthly Meeting  
August 18, 2020**

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Please note that this meeting is being held by all-electronic means with no physical quorum of council members assembled together and no staff or members of the public assembled together. This meeting is being conducted pursuant to Va. Code 2.2-3708 (A) 3 as authorized when the Governor has declared a state of emergency in accordance with Va. Code § 44-146.17, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency.

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**Present:** R. Garland Nuckols, Mayor; A. Daniel Carter, Bud Dulaney, John J. Purcell IV, Sylvia Rigsby, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; Tom Leary, Chief of Police

**Absent:** Jessie Lassiter, Vice-Mayor

**Also in Attendance:** Karen Welch, Director of the Louisa Arts Center; Kellye Throckmorton, Administrative Assistant for the Town of Louisa

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

Mayor Nuckols called the Louisa Town Council meeting to order at 6:02 p.m.

**BUSINESS FROM THE FLOOR**

None.

**CONSENT AGENDA**

Council member Dulaney made the motion to approve the agenda. Council member Purcell seconded the motion. The vote went as follows: 4-0 in favor.

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2       **OLD BUSINESS**

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4       None.

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6       **NEW BUSINESS**

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8       **1) Discussion/Action: Main Street Sidewalk Seating Update /**  
9       **Parklet Request**

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11       Mrs. Nelson provided an update stating that at last month's meeting  
12       Council made the motion to approve Obrigado/Floozie's outdoor  
13       sidewalk seating pending VDOT's approval as the sidewalk is in their  
14       right-of-way. This month, to further serve patrons, the restaurant  
15       owners are seeking permission to use the single parking space  
16       located in front of Obrigado to seat additional tables. This particular  
17       style of usage – seating tables in parking spaces – is referred to as a  
18       parklet program. Mrs. Nelson stated that before VDOT will move  
19       forward with the request, the town would first have to approve the  
20       parklet program. VDOT would then evaluate the speed of traffic in the  
21       area, traffic volume, buffers, etc. before making their decision.

22  
23       Council member Rigsby questioned how many parking spaces would  
24       be used and Mrs. Nelson replied that the only space discussed for  
25       approval is the single space located in front of the restaurant.

26  
27       Chief Leary spoke expressing the need for more coverage in that  
28       area given its location – should the parklet be approved. He stated  
29       that traffic safety and slower speeds would be a big concern. (Council  
30       member Dulaney requested that it be noted that Chief Leary is in  
31       favor of the parklet.)

32  
33       Council member Dulaney questioned if the Streets & Sidewalks  
34       Committee had a recommendation to which Council member Purcell  
35       stated that they did not.

36  
37       Mayor Nuckols then spoke stating that he had received three calls  
38       about the safety of diners, pedestrians, and motorists in the area - if  
39       the parklet were approved.

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2 Council members Dulaney and Rigsby voiced their concerns about  
3 how long the parklet program would be in place, and Council member  
4 Dulaney asked Mr. Gore his opinion on stipulating a time frame in  
5 his motion to which Mr. Gore stated it would be appropriate.  
6

7 Council member Dulaney made the motion to approve the Parklet  
8 Program, pending VDOT's approval, and with the condition that the  
9 parklet and sidewalk seating cease once the governor has lifted the  
10 executive state of emergency order. Council member Carter  
11 seconded the motion. The vote went as follows: 4-0 in favor.  
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## 13 **2) Discussion/Action: Louisa Arts Center Long Term Rental** 14 **Request**

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16 Mrs. Nelson reported that the Arts Center would like to enter into a  
17 long term rental agreement with The Point, a church based in  
18 Charlottesville. Mrs. Nelson stated that the rental is outside the  
19 scope of their typical rentals as it includes the use of rooms  
20 throughout the entire building, and their services (Sundays) take  
21 place outside of the Arts Center's normal hours of operation and will  
22 increase building operating costs. Mrs. Nelson added that if the  
23 long term rental agreement is approved, the Arts Center will pay  
24 the town \$70 per day to help mitigate those costs.  
25

26 Karen Welch, Executive Director for the Arts Center, then took a few  
27 moments to speak, reiterating what Mrs. Nelson had reported.  
28

29 Council member Dulaney spoke expressing concerns about: the wear  
30 and tear of the building; proper staff coverage; and the supervision of  
31 children and others throughout the building. Mrs. Welch responded  
32 stating that Arts Center staff would be present each day to open,  
33 close, etc.; that a "get out" clause would be in place wherein either  
34 party could cancel the agreement by giving three months' notice; and  
35 that they would monitor the use of the building for wear and tear, etc.  
36

37 Council member Dulaney then added that he would like to see the  
38 contract amended to reduce the notice of cancellation time from three  
39

1  
2 months to one month with Council having authorization to cancel the  
3 agreement as well.

4  
5 Council member Rigsby echoed Mr. Dulaney's concerns and also  
6 spoke of cleaning concerns.

7  
8 After a brief discussion wherein Mr. Gore was asked to review the  
9 rental agreement with Council's requests in mind, the following action  
10 was taken:

11  
12 Council member Carter made the motion authorizing the Town  
13 Manager to execute the Arts Center long term rental agreement  
14 contingent upon the town attorney's review of the lease and the  
15 following amendments: reduce the cancel notice period from 3  
16 months to 1 month; and add that town Council has the authority to  
17 cancel the agreement as well. Council member Dulaney seconded  
18 the motion. The vote went as follows: Dulaney, for; Carter, for;  
19 Rigsby, against; Purcell, for (3:1 in favor.)

20  
21 **3) Discussion/Action: Change Order- Sewer System**  
22 **Improvements**

23  
24 Council member Purcell made the motion to approve the Sewer  
25 System Improvements Change Order. Council member Rigsby  
26 seconded the motion. The vote went as follows: 4-0 in favor.

27  
28 **4) Discussion/Action: VDOT Transportation Alternatives Grant**

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30 Council member Purcell made the motion to approve the VDOT  
31 Transportation Alternatives Grant and express commitment. Council  
32 member Dulaney seconded the motion. The vote went as follows: 4-0  
33 in favor.

34  
35 **STANDING COMMITTEE REPORTS**

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37 **Personnel / Water & Sewer:**

38  
39 Mrs. Nelson spoke reporting for both committees simultaneously.

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2 She stated that both committees had met to discuss the need to fill  
3 the Project Manager's position as well as address the need to fill  
4 vacancies within the Public Works Department. Mrs. Nelson reported  
5  
6 on how short staffed the Public Works Department is at this time  
7 given the full-time vacancy and no part-time staff assistance. Mrs.  
8 Nelson added that she has been in contact with One Digital regarding  
9 job descriptions and pay scales.

10  
11 Council member Rigsby spoke of the vacancies and questioned if  
12 there was a hiring freeze in place.

13  
14 Mrs. Nelson responded saying that there was not a freeze in place  
15 that instead Council had chosen to delay hiring for those positions  
16 until August or September to see how the town had been affected by  
17 the pandemic. Mrs. Nelson added that the town has not been  
18 adversely affected, and that the positions had been previously  
19 included in the budget.

20  
21 Council member Dulaney spoke stating that staff needs help, and  
22 have been working diligently with less resources.

23  
24 Council member Purcell stated that he recommends filling the Project  
25 Manager's position and hiring a fourth full-time employee for the  
26 Public Works Department.

27  
28 Council, without vote, then directed the Town Manager to fill the  
29 Project Manager's position, the fourth full-time position for the Public  
30 Works Department, and others at her discretion.

31  
32 Mrs. Nelson also made note that she is looking into having lawn  
33 service contractors assist with the mowing of Hillcrest Cemetery.

34  
35 **Streets & Sidewalks:**

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37 Council member Purcell gave update on the entryway signs (and the  
38 DAR request last month) stating that the signs are in compliance and  
39 recommends no work be done or additions made until further review.

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**Police:**

Council member Dulaney gave a brief report speaking of accreditation of the police department and the committee's desire/recommendation to hire a sixth officer.

**COMMUNICATIONS**

Council and Mr. Gore held a brief conversation on how the town will move forward with monthly Council meetings. It was decided to continue holding meetings as we have for the past several months while under the state of emergency.

Council member Dulaney made mention of upcoming FOIA and Conflicts of Interest training with the Advisory Council.

**ADJOURNMENT**

Council member Dulaney made the motion to adjourn the meeting at 7:29 p.m.

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Mayor

\_\_\_\_\_  
Clerk