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**Town of Louisa
Monthly Meeting
October 17, 2023**

Present: R. Garland Nuckols, Mayor; Jessi Lassiter, Vice-Mayor; John J. Purcell IV, Sylvia Rigsby, Vicky Harte, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Kellye Throckmorton, Administrative Assistant

Absent: Danny Carter, Council Member; Jessica M. Ellis, Clerk/Treasurer; Craig Buckley, Chief of Police; John Robins, Project Manager

Also in Attendance: Travis Daniel and Manning Woodward; Hometown Heroes Organizers

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

Manning Woodward, town resident at 115 Club Road, stood and expressed his thanks and praise to the Louisa Town Council, town staff and committee members for the success of the Town of Louisa's Sesquicentennial Anniversary Celebration on September 30, 2023. He mentioned what a joy it was and would like to consider having a similar event every few years to keep it a special tradition for the town.

Mayor Garland Nuckols also spoke on the Sesquicentennial Celebration, expressing his thanks to the staff, committee, town citizens and volunteers for having a successful event.

CONSENT AGENDA

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

5 **PRESENTATION**

6
7 On behalf of Louisa Hometown Hero's, Travis Daniel presented a
8 plaque to the Town of Louisa recognizing the help they have received
9 from the town and how the program has come to fruition.
10

11 **OLD BUSINESS**

12 **1) Hometown Hero's Project**

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14
15 Mrs. Nelson reported that since last month's meeting, and after
16 consultation with our auditors, funds will not be going into the Policing
17 Foundation but will be accepted by the Town in an "agency fund". It
18 will have a separate fund number and separate operating account.
19 The operating account will have all Town authorized signers (Mayor,
20 Vice Mayor, Town Manager) and two from the Hometown Hero's
21 committee, Travis Daniel or Manning Woodward. Mrs. Nelson also
22 reported there will be no additional IRS reporting and the agency fund
23 will be audited annually with all other Town funds. It will show up on
24 the town's balance sheet similar to the police forfeited asset funds.
25

26 Council Member Harte questioned how the account will be named
27 since it is a part of the town's funds; and Mrs. Nelson stated the
28 account will be in the name of the town with Hometown Hero's
29 designated as the account sub title. Mrs. Harte also wanted to clarify
30 again who would be in control of the funds and who could release them.
31 Mrs. Nelson reiterated that it will be a separate account with the funds
32 only being held by the town. The Hometown Hero's committee would
33 appropriate the use. Mr. Daniel suggested having a memorandum of
34 understanding (MOU) outlining guidelines and expectations. Mr.
35 Daniel also stated that they would like to expand the project throughout
36 the County of Louisa at some point in time. Mr. Purcell noted that he
37 is fine with this project as long as the auditors agree it won't create any
38 issues and also noted it would be beneficial to have such a
39 memorandum associated with this project.

1 Mr. Gore will work along with Mrs. Nelson on preparing the paperwork
2 for the MOU.

3
4 Following the discussion, Council member Purcell made the motion to
5 approve and start the Hometown Hero's Project account with a MOU
6 attached for future references. Council member Harte seconded the
7 motion. The vote went as follows: 4-0 in favor.

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9 **NEW BUSINESS**

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11 **1) Discussion/Action: Special Event and Parade or**
12 **Demonstration Applications; Louisa County Parks,**
13 **Recreation & Tourism**

14
15 An application was submitted from Louisa County Parks, Recreation &
16 Tourism for their annual Christmas parade and festival on December
17 2, 2023. Mrs. Nelson reported that there was initial confusion with the
18 Christmas parade and festival location; in the early stages it was being
19 promoted as being in the Town of Mineral, at Walton Park. Mrs. Nelson
20 and Council Member Mr. Purcell met with James Smith, of Louisa
21 County Parks, Recreation & Tourism, and Chris Coon, Asst. County
22 Administrator, with the County of Louisa on October 5, 2023. After the
23 meeting, it was decided to bring the parade and festival back to the
24 town and Courthouse Square. Mrs. Nelson suggested the town may
25 consider working a partnership with the County of Louisa and possibly
26 waiving the applications needed for this annual holiday event.

27
28 Mrs. Harte had questions regarding the route of the parade, as she
29 stated that she has walked in previous parades and noted that there
30 are not many spectators on the back side of parade routes, such as
31 Cutler Avenue and Patrick Henry Drive, and asked if there was a
32 shorter route or if they could go back to using the old parade route
33 starting from West Street/Ellisville Drive across the train tracks onto
34 Main Street due to the difficulties of older participants who would have
35 to walk the hills on the back streets.

36
37 Mrs. Nelson reported that a lot of the walkers from the 150th
38 Anniversary Celebration parade were able to stop at the parking lot at
39 Frostie's to observe and suggested having only said walkers - no

1 vehicles - turn and walk down the alley behind the Main Street
2 businesses for convenience and proximity to the Louisa Fireman's
3 Fairgrounds as it is the location of this year's festival instead of being
4 held in Courthouse Square. Mrs. Nelson explained the reasoning of
5 why West Street cannot be used anymore, and why McDonald Street,
6 South Street and Cammack Streets are designated as VDOT approved
7 detour routes.

8
9 Mrs. Harte then commented that using the Town of Mineral for the
10 parade allows the whole street to be closed and stated that the Town
11 of Louisa has so many issues with detours and not being able to close
12 Main Street entirely. Mayor Nuckols responded that the Town of
13 Mineral does have a wider and straighter Main Street, however, the
14 Town of Louisa has several main highways that intersect within the
15 town and need to remain open for traffic flow and both towns have to
16 deal with alternate routes. Mrs. Harte noted that during the lineup for
17 the 150th parade, there were many accidents on route 208 and due to
18 traffic and detours, making a few entrants late for lineup. Mrs. Nelson
19 responded that the accidents that were reported on route 208 were
20 several miles outside of the town and were not caused by the event.

21
22 Mrs. Nelson and Mr. Purcell both noted that in the meeting with Mr.
23 Coon and Mr. Smith, it was decided to keep the route the same as the
24 previous year and with the recent 150th Anniversary parade and have
25 the festival in Courthouse Square versus the Fireman's Fairgrounds
26 and strictly use that as a designated child pick-up and parking from the
27 parade and also for the festival due to no parking on Main Street for
28 the day. Mrs. Nelson also spoke of the event being so close in date,
29 that the required permits with VDOT needed to be filed sooner than
30 later, and the parade route can be revisited in the future.

31
32 Following the lengthy discussion, Council member Purcell made the
33 motion to approve the Special Event and Parade or Demonstration
34 Applications for Louisa County Parks, Recreation & Tourism in
35 December. Council member Rigsby seconded the motion. The vote
36 went as follows: 4-0 in favor.

37
38 **2) Discussion/Action: Special Event Application; Louisa Baptist**
39 **Church**

1 An application was submitted from Louisa Baptist Church to hold their
2 annual Christmas light show behind their location at 305 E. Main Street
3 for the month of December. It will be the same event as the previous
4 two years. No additional town police or public works help is being
5 requested.

6
7 Council member Rigsby made the motion to approve the Special Event
8 Application for the Louisa Baptist Church event in December. Council
9 member Lassiter seconded the motion. The vote went as follows: 4-0
10 in favor.

11 **STANDING COMMITTEE REPORTS**

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14 No reports.

15 **STAFF REPORTS**

16 **Police:**

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20 In lieu of Chief Buckley's absence, Mrs. Nelson reported:

- 21 • Officer Fallon is working on a Halloween event with Chief
22 Buckley's guidance for the Police Department and plan to have
23 parade type event wherein the police officers are present and will
24 be handing out candy to citizens throughout the high traffic areas
25 of town.
26

27 **Project Manager:**

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29
30 In lieu of Mr. Robins' absence, Mrs. Nelson reported:

- 31 • No monthly report was able to be submitted.
- 32 • Mrs. Nelson is awaiting the closing instructions for the USDA
33 loan for the water infrastructure project funding; once we have
34 instructions, the town will be able to put it out to bid by month end
35 into possibly January.
- 36 • In regards to the West Main Street Sidewalk Project: the town
37 received a letter from VDOT to request a status update on the
38

1 project noting timeframe exceptions and expectations for
2 continued funding of the project. VDOT, Thrasher Engineering,
3 and the town have had turnover issues which has contributed to
4 the issues. VDOT currently has an engineer who is very
5 supportive and has been proactive in helping the town reply to a
6 letter by the November 6, 2023 deadline. Thrasher is
7 coordinating the response letter on behalf of the town.

8
9 Mayor Nuckols commented on being kept up to date as he hopes we
10 won't lose this project due to the turnover issues; and there are a
11 couple other issues VDOT hasn't been helping the town with and Mr.
12 Nuckols reiterated that he doesn't want the loss of the Sidewalk Project
13 creating more complaints from town citizens. Mrs. Nelson responded
14 saying that it was more than just turnover issues. There were problems
15 with waivers and problems with business entrances and exits onto the
16 road in the area, easements, etc.

17
18 Mrs. Harte then spoke of the bridge located on route 33 at Family Dollar
19 stating that she recently visited the bridge and spoke of a rotten portion
20 where a metal plate had been installed in the past, but now there are
21 other slats that are rotting as well because it was not properly sealed.
22 Mrs. Harte stated that she recently contacted by a citizen about this
23 issue and she personally went to check it out and spoke of sticking a
24 screwdriver into the rotten wood. Mayor Nuckols and Mrs. Nelson both
25 responded that this is a VDOT issue and they will reach out to them
26 about the matter.

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28 **Legal Counsel:**

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30 No report.

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33 **Clerk/Treasurer:**

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35 In lieu of Mrs. Ellis' absence, Mrs. Nelson reported:

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- In regards to the fraudulent check in August, one of the checks has been resolved; the town was notified that Chase Bank denied the claim on the second check. The fraud department

1 with Blue Ridge Bank is working to resolve this matter, however
2 the provisional credit has been rescinded. Chase has 90 days
3 to respond to the second request to resubmit payment to Blue
4 Ridge Bank; at that time, the fraud department will make their
5 decision on what next steps will be taken.

6
7 **Manager:**

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9 Mrs. Nelson reported:

- 10
11 • An additional expense with the Wastewater Treatment Plant has
12 occurred; the septage receiving system is not functioning
13 properly and will need to be upgraded and replaced. The town's
14 cost for this will be around \$8,100, and will be billed on our
15 monthly contractual services agreement. She also noted there
16 has not been any maintenance done, only inspections to keep it
17 running, which has lasted us around 8 to 10 years. The total cost
18 is split between the County of Louisa and the Town of Louisa.

19
20 **COUNCIL COMMENTS**

21
22 Council member Harte took a moment to speak about attending the
23 County of Louisa's Board of Supervisors meeting on October 16,
24 2023. The County of Louisa voted to increase the Transient
25 Occupancy Tax and she questioned whether the town will follow suit.
26 Mrs. Nelson stated that it can be brought up at the next fiscal year's
27 budget work session. She also noted that while the town's current
28 tax rate is at 1%, and even if the rate was tripled, it would not be a
29 large enough amount to have significant impact on revenue.

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32 **ADJOURNMENT**

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34 Council member Lassiter made the motion to adjourn the meeting at
35 6:34 p.m. Council member Purcell seconded the motion.

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37 _____
38 Mayor

37 _____
38 Clerk