

# Town of Lovettsville

## Town Council

### Minutes of Reconvened Regular Meeting April 30, 2009

Mayor Elaine Walker called the reconvened regular monthly meeting of the Lovettsville Town Council to order at 8:00 PM on Thursday, April 30, 2009.

#### Present at Meeting

- Mayor Elaine Walker
- Council Members Charlotte Coleman, Scott Dockum, DiJon Jones, Michael Senate, Robert Zoldos
- Council Member Shaun Staley arrived at 8:15 PM
- Town Manager Keith Markel
- Town Attorney Liz Whiting
- Zoning Administrator Steve McGregor
- Town Clerk Judy L. Kromholz

#### Absent

- None

#### Audience

Among those present in the audience were Howard Williamson (Talk of the Town), John Broman (Lovettsville Business Association)

#### Call to Order/Welcome/Pledge of Allegiance/Invocation

Mayor Walker led the assembled in the Pledge of Allegiance.

**Motion:** To reconvene the Lovettsville Town Council monthly meeting that was recessed on April 23, 2009.  
**By:** Council Member Zoldos  
**Second:** Council Member Coleman  
**Aye:** Council Members Coleman, Dockum, Jones, Senate, Zoldos  
**Nay:** None  
**Abstain:** None  
**Absent:** Council Member Staley

#### Comments from the Public

Mayor Walker called for comments from the public. There were none at this time.

#### Additions/Deletions/Modifications to the Agenda

Mayor Walker requested adding the adoption of the Arbor Day Resolution to the agenda and the Council agreed.

#### Presentations

No presentations were scheduled.

#### Action Items

##### A. Arbor Day Resolution

Mayor Walker read the resolution into the record. (Attachment I)

**Motion:** To adopt the Arbor Day Resolution dated April 24, 2009 as presented by Mayor Walker  
**By:** Council Member Zoldos  
**Second:** Council Member Coleman  
**Aye:** Council Members Coleman, Dockum, Jones, Senate, Zoldos  
**Nay:** None  
**Abstain:** None  
**Absent:** Council Member Staley

Mayor Walker reported that it was a very nice event, even if sparsely attended.

##### B. Events Subcommittee Structure/Rules of Procedure

Councilman Zoldos presented this item. He noted that there had been many changes since the proposal was first discussed. Councilman Dockum created the first draft, which he and Councilman Zoldos revised. Attorney Whiting reviewed that document, and the result is the proposal before Council tonight. Councilman Zoldos explained that they decided to make this a Commission because the Council is commissioning the committees to run events for the Town. He stated that passing this motion tonight will

empower the Fall Workgroup (formerly the Oktoberfest Committee) as part of the larger structure. The next Fall Workgroup Committee meeting is scheduled for Monday, May 4<sup>th</sup>.

Mayor Walker stated that she had suggested adding an additional "Civics Group Representative as a non voting member on the Board of Directors to allow for the addition of other local groups that may want to become involved.

*{Councilman Staley arrived at 8:15 PM, during this discussion.}*

Councilman Dockum suggested that a non-voting Safety Officer be added to the Board of Directors and Councilman Jones suggested adding a Safety Liaison to each Work Group as well. The Council agreed to their changes.

Councilman Dockum recommended adopting the by-laws and organizational chart as amended tonight.

**Motion:** To adopt the By-Laws of the Lovettsville Events Commission as amended (Attachment II)

**By:** Council Member Zoldos

**Second:** Council Member Senate

**Aye:** Council Members Coleman, Dockum, Jones, Senate, Staley, Zoldos

**Nay:** None

**Abstain:** None

**Absent:** None

**Motion:** To adopt the Lovettsville Events Commission Organization Chart as amended to remove Council representatives from the Work Groups and to add Safety Officer to the Board of Directors .(Attachment II)

**By:** Council Member Dockum

**Second:** Council Member Senate

**Aye:** Council Members Coleman, Dockum, Jones, Senate, Staley, Zoldos

**Nay:** None

**Abstain:** None

**Absent:** None

Mayor Walker stated that she and the other Council members all appreciate the work Councilmen Dockum and Zoldos have put into this project.

### **Information Items**

Manager Markel reported that the Virginia Transit Authority invoice for service for the Western Flyer Trolley Service does not match the Town's fiscal year. Because the Town has allocated the entire amount in this year's budget, he is asking Council to approve disbursing the entire amount from this year's budget. He will ask VTA to invoice according to the Town's fiscal year in future years. The Council approved.

### **Comments from the Mayor and Town Council**

Councilman Zoldos reminded those present that the Lovettsville Movie in the Park is next Friday. The movie will be 'The Rookie' and baseball related activities will begin at 7:00 PM with the movie beginning at dusk.

Councilman Jones reported that the lemonade musical at school today was a wonderful event.

Councilman Dockum apologized for not being able to attend the meeting last Monday.

Mayor Walker reported on the following:

- She asked Councilwoman Coleman to assist her in preparing a Memorial Day remembrance activity for the Town and Councilwoman Coleman agreed.
- There will be a yard sale from 9:00 AM – 1:00 PM this Saturday at the New Jerusalem Lutheran Church to benefit the Lovettsville Museum.
- She attended the Sheriffs Department Western Loudoun County meeting this past Monday night and reported that while attendance was poor, the meeting provided a great deal of information. She noted that these meetings will occur on a quarterly basis.
- She reported that the Town will get its Community police officer back as soon as the Sheriff's Department can get someone transferred.
- She reported that there was a very large crowd at the meeting hosted by Loudoun County Public Schools that focused on Western Loudoun school sites at the Lovettsville Elementary School last

night. She noted that there is a great deal of misinformation about this topic in the community and that there will be additional meetings on this issue in the future.

**Comments from the Public**

Howard Williamson asked if there is any legal redress if people are drinking to excess in their own front yard. Both Mayor Walker and Councilman Jones replied that this qualifies a drunk in public, even if the person is on their own property and that the problem should be reported to the Sheriff's Department.

Mr. Williamson also reported that the Loudoun County Bed and Breakfast tour was very successful, with over 100 people participating.

John Broman requested that the Town post the Events Committee material on its website as soon as possible. They will be using Ms. Lopresti's committee email list to notify last year's committee members of the meeting next Monday. Councilman Dockum stated that he will take the lead on this and Manager Markel stated that he will send the committee applicant list to Councilman Dockum for follow-up. The next Oktoberfest Committee meeting will be on Monday at 7:30 PM.

The Council, staff, and audience members congratulated Mayor Walker on her 50<sup>th</sup> wedding anniversary on May 2nd.

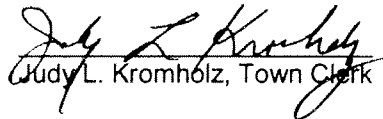
**Adjournment**

There being no further business before the Council, Mayor Walker asked for a motion.

**Motion:** To adjourn the April 30, 2009 monthly meeting of the Lovettsville Town Council  
**By:** Council Member Dockum  
**Second:** Council Member Coleman  
**Aye:** Council Members Coleman, Dockum, Jones, Senate, Staley, Zoldos  
**Nay:** None  
**Abstain:** None  
**Absent:** None

The meeting was adjourned at 10:25 P.M.

Respectfully submitted,

  
Judy L. Kromholz, Town Clerk

Date Approved: August 13, 2009

Attachment I: Arbor Day Resolution  
Attachment II: Lovettsville By-Laws of the Lovettsville Events Commission  
Attachment III: Lovettsville Events Commission Organization Chart



*Whereas.* In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas.* this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas.* Arbor Day is now observed throughout the nation and the world, and

*Whereas.* trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas.* trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

*Whereas.* trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

*Whereas.* trees, wherever they are planted, are a source of joy and spiritual renewal.

*Now, Therefore, I.* Elaine Walker, Mayor of the <sup>Town</sup> City of horettsville, do hereby proclaim April 24, 2009 as

# Arbor Day

In the <sup>Town</sup> City of horettsville, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

*Further.* I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

*Dated this* 24<sup>th</sup> day of April 2009  
Mayor Elaine Walker

# BYLAWS OF LOVETTSVILLE EVENTS COMMISSION

## ◆ ARTICLE I — NAME AND PURPOSE

- *Section 1 — Name:* The name of the organization shall be **Lovettsville Events Commission**. It shall be organized under the auspices of the Town of Lovettsville.
- *Section 2 — Purpose:* **Lovettsville Events Commission** is organized exclusively for development, organization and delivery of events in the Town of Lovettsville.
  - **The purpose of this Commission is:**
    - **To support and conduct entertainment and events that celebrate the character, history and heroes of the Town of Lovettsville.**
    - **Develop programs and events within the Town that will support the Town and its businesses.**
    - **Provide events that bring the Lovettsville and Greater Lovettsville (surrounding areas) together.**

## ◆ ARTICLE II — MEMBERSHIP

- *Section 1 — Membership:* Membership shall consist of the Board of Directors.

## ◆ ARTICLE III — BOARD OF DIRECTORS

- *Section 1 — Board Role, Makeup, and Compensation:*
  - The Board is responsible for overall policy and direction of the commission, and delegates responsibility of day-to-day operations to its committees.
  - The Board shall be made up of the following positions:
    - President
    - Vice-President
    - Treasurer
    - Secretary/Public Relations
    - Safety Officer
    - Spring Work-Group Leader
    - Summer Work-Group Leader
    - Fall Work-Group Leader
    - Winter Work-Group Leader
    - Year-Round Work-Group Leader

- Mayor (ex officio and non-voting)
  - Town Manager (ex officio and non-voting)
  - Community Center Director (ex officio and non-voting)
  - Lovettsville Business Association representative (ex officio and non-voting)
  - Lovettsville Elementary PTO representative (ex officio and non-voting)
  - Other non-voting members representing civic groups and non-profit organizations.
- The Board receives no compensation.
- *Section 2 — Terms:* All Board members, other than ex officio members, shall serve two-year terms, but are eligible for re-appointment for a total of two consecutive terms.
  - *Section 3 — Meetings and Notice:*
    - The Board shall meet at least quarterly, at an agreed upon time and place. Additional Board meetings, other than special meetings, shall require written notice at least two weeks in advance.
    - All meetings shall be placed on the Town calendar.
    - All meetings shall be open to the public and allow for public comment.
    - All meetings shall be recorded for public record.
  - *Section 4 — Board Appointments:*
    - The Mayor of Lovettsville shall nominate, and by and with the advice and consent of the Lovettsville Town Council, shall appoint voting members of the Board.
    - The Board President must reside or work within the Town of Lovettsville.
    - The appointments/reappointments shall occur on the odd-numbered years for a term starting on July 1.
    - Appointed members of the Board serve at the pleasure of the Town Council.
    - No elected town official may fill any voting position on this Commission.
  - *Section 5 — Quorum:* A meeting must be attended by at least fifty percent (5 members) of voting Board members to constitute a quorum (for business transactions to take place and motions to pass).
  - *Section 6 — Officers and Duties:* There shall be four officers of the Board, consisting of a President, Vice-President, Secretary/public-relations and Treasurer. Their duties are as follows:

- *The President* shall convene regularly scheduled Board meetings, shall preside at all meetings of the Commission's Board of Directors.
    - The President shall vote only in the event of a tie.
  - *The Vice-President* shall assume the duties of the President in the event of the President's absence. The Vice-President shall also be responsible for overseeing the actions and progress of the Work-Groups.
  - *The Secretary/Public-Relations* shall be responsible for:
    - Keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained.
    - Providing for the advertising and notification of any event that is sponsored, coordinated or otherwise supported by the Commission.
  - *The Treasurer* shall make a report at each Board meeting and forward a copy of each report to the Town Treasurer. The Treasurer shall prepare a budget, help develop fundraising plans, and make financial information available to Board members and the public. The Treasurer shall be required to make any and all financial dealings available to the Lovettsville Town Council.
  - *The Safety Officer* shall ensure the safety of all events. Their duties shall include establishing liaisons with all facets of public safety, writing a safety plan for every major event and inspecting events when practicable.
- *Section 7 — Vacancies:* When a vacancy on the Board exists mid-term, the Town will advertise for the vacancy when practicable and the Mayor shall appoint a replacement as soon as possible. These vacancies will be filled only to the end of the particular Board member's term.
- *Section 8 — Resignation and Termination:* Resignation from the Board must be in writing and received by the secretary. A Board member may be removed for any reason by a majority vote of the Lovettsville Town Council.
- *Section 9 — Special Meetings:* Special meetings of the Board shall be called upon the request of the Board President, or one-third of the Board's voting members. Notices of special meetings shall be sent out by the secretary to each Board member at least one week in advance.

◆ ARTICLE IV — Work-Groups

○ *Section 1 — Standing Work-Groups:*

- Their will be five standing work-groups:
  - Spring Work-Group (March-May)
  - Summer Work-Group (June-August)
  - Fall Work-Group (September-November)
  - Winter Work-Group (December-February)
  - Year-Round Work-Group
- The Spring, Summer, Fall and Winter work-groups shall be responsible for the development, organization and delivery of events during their respective seasons.
- The Year-Round work-group shall be responsible for the development, organization and delivery of concerts and movies on a regular basis to be held on the Town Green.
- These work-groups shall be responsible for providing coordination of all events happening within the town regardless of the sponsoring group or agency.
- In the case of events not sponsored by the Town, these work-groups shall ensure, at a minimum, Town coordination and advertisement of the event.
- Special effort should be taken to ensure that events do not interfere with each other and that events compliment whenever possible.
- Membership; the work-groups:
  - A. Members shall be appointed by the respective Leader.
  - B. Shall have up to 9 voting members.
  - C. May have as many non-voting members as needed to ensure that the mission of that work-group can be carried out.
  - D. Shall have no limits on the length of service for its members.
  - E. Leaders shall vote only in the event of a tie.

- *Section 2 — Ad-Hoc Committee/Work-Group Formation:* The Board may create other committees or work-groups as needed. The Board President appoints these ad-hoc chairs.

◆ ARTICLE V — AMENDMENTS

- *Section 1 — Amendments:* These bylaws may be amended when necessary by two-thirds majority of the voting members of the Board of Directors with the consent of the Town Council. Proposed amendments must be submitted to the secretary to be sent out with regular Board announcements.



◆ ARTICLE VI — PARLIAMENTARY RULE

*Section 1 — Parliamentary Rules:* The Commission shall observe *Robert's Rules of Order Newly Revised In Brief*, except as otherwise provided by these bylaws or by law.

◆ CERTIFICATION

- These bylaws were approved by majority vote at a meeting of the Lovettsville Town Council on **April 30, 2009**.

# LOVETTSVILLE EVENTS COMMISSION

**Board of Directors**  
 President  
 Vice-President  
 Treasurer  
 Secretary/Public Relations  
 Safety Officer  
 Work-Group Leaders  
 \*Mayor  
 \*Town Manager  
 \*Community Center Director  
 \*LBA Representative  
 \*PTO Representative  
 \*Other members  
 \* (Non-Voting ex-officio members)

