



Louisa Town Council – Regular Meeting  
212 Fredericksburg Avenue  
Louisa, Virginia 23093  
**Tuesday, January 20, 2026**

**I: Call to Order - 6:00 PM**

**II: Administrative Items:**

1. Invocation
2. Pledge of Allegiance
3. Adoption of the Agenda
4. Consent Agenda Items
  - a. Consideration of Accounts and Appropriations
  - b. Approval of Minutes: December 16, 2025

**III: Public Comment:**

This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. Any person wishing to bring a matter to the Council's attention under this section of the agenda should: (1) State their name and address; (2) State the matter that they wish to discuss and what action they would like the Council to take. When appropriate or if requested, we will respond to direct questions in writing. Please limit comments to 3 minutes or less.

**IV: New Business:**

1. Discussion and Action: Adoption of Annual Bylaws
2. Discussion and Action: Appointment of Vice Mayor 2026
3. Discussion and Action: Appointment of Committees
4. Discussion and Action: Schedule Resolution
5. Discussion and Action: Police Department Recruitment
6. Discussion: Water-Sewer Capital Projects Prioritization
7. Discussion: FY26-27 Budget Schedule
8. Discussion and Action: Dominion Right of Way Request for Undergrounding of Electrical Lines.

**V: Old Business:**

1. Discussion and Action: Town Clock

**VI: Standing Committee Reports:**

1. Personnel Committee
2. Legal Matters Committee
3. Trash, Recycling & Litter Committee
4. Finance Committee
5. Cemeteries Committee
6. Streets & Sidewalks Committee
7. Water & Sewer Committee
8. Police Committee

**VII: Reports from Staff:**

1. Police Chief
2. Public Works Superintendent
3. Legal Counsel
4. Clerk
5. Treasurer
6. Town Manager

**VIII: Closed Session:**

In accordance with Virginia Code §2.2-3711(A)(1) of the Code of Virginia, Town Council convene in closed session to discuss personnel matters regarding consideration of candidates for appointment to the Economic Development Authority.

**IX: Comments/Discussion by Members of Town Council**

**X: Adjournment**

# TOWN OF LOUISA

Preliminary Bill List for Town Council Meeting - January 20, 2026

VENDOR NAME	GENERAL FUND	WATER FUND	SEWER FUND	HILLCREST FUND	TOTAL
Advance Auto Parts	327.17				\$ 327.17
BMS Direct, Inc.	1,202.15				\$ 1,202.15
Central Virginia Contractors, Inc.			4,566.00		\$ 4,566.00
CHA Consulting, Inc.		44,990.00			\$ 44,990.00
Chiles Enterprises, LLC	1,068.75				\$ 1,068.75
Cintas	168.73	168.73	168.72		\$ 506.18
Cody Langridge/PWS Operations, LLC		701.33			\$ 701.33
Core & Main		1,307.12			\$ 1,307.12
County of Louisa, Landfill	1,366.56				\$ 1,366.56
CourseVector, LLC	768.81				\$ 768.81
Document Destruction of VA, LLC	40.00				\$ 40.00
Haymaker Auto Repair	337.04				\$ 337.04
Hefty, Wiley & Gore, P.C.	4,500.00				\$ 4,500.00
Intrastate Pest Control	121.33				\$ 121.33
Louisa Auto Parts, Inc.	251.65				\$ 251.65
Louisa County Water Authority		34,785.13	39,779.97		\$ 74,565.10
Louisa Hardware	28.79				\$ 28.79
Magna5 MS, LLC	772.71				\$ 772.71
Main St. Plumbing & Electrical Supply	190.24				\$ 190.24
Mansfield Oil Co.	358.95	136.03	70.24		\$ 565.22
Mechums River Security Solutions	3,600.00				\$ 3,600.00
MoJohns	95.00				\$ 95.00
Primo Brands	145.94				\$ 145.94
Ricoh USA, Inc.	330.36				\$ 330.36
S & M Handyman Service, LLC	300.00				\$ 300.00
Stafford Technologies	274.95				\$ 274.95
Stanley Steemer International, Inc.	321.50				\$ 321.50
Unifirst Corp.	275.53				\$ 275.53
Updike Industries, Inc.	6,387.00				\$ 6,387.00
Utility Service Co., Inc.		9,601.06			\$ 9,601.06
Virginia Utility Protection Services		38.40			\$ 38.40
VML/VACo Finance	7,478.40				\$ 7,478.40
WBBI, Inc.	1,221.87				\$ 1,221.87
<b>TOTALS:</b>	<b>31,933.43</b>	<b>91,727.80</b>	<b>44,584.93</b>	<b>-</b>	<b>\$ 168,246.16</b>

1 **Town of Louisa**

2 **Town Council Monthly Meeting**

3 **December 16, 2025**

4  
5  
6 **Present:**

Ashley Michael, Mayor;  
Vicky Harte, Vice-Mayor;  
Danny Crawford, Roger Henry, Sylvia Rigsby,  
John J. Purcell IV Council members;  
Jeff Gore, Legal Counsel.

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13 **Also in Attendance:**

Stuart Turille, Town Manager;  
Franchesca Mall-Padilla, Treasurer;  
Stephanie Dorman, Clerk;  
Anthony Larry, Director of Public Works;  
Martin Nachtman, Chief of Police.

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21 **All copies, including reports, handouts, and documents**  
22 **can be found following the minutes.**  
23

24 Mayor Michael called the Louisa Town Council Meeting to order at 6:00 PM and led the  
25 Invocation as well as the Pledge of Allegiance.

26 **ADOPTION OF AGENDA:**

27 Added under “New Business”:

- 28 • Town Planning Commission Liaison
- 29 • Cutler Avenue Water Project

30 Motion to adopt as amended.

31 Motion made by Harte, Seconded by Purcell.

32 Voting For: Crawford, Harte, Henry, Purcell, Rigsby.

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**CONSENT AGENDA ITEMS:**

Motion to adopt consent agenda items as presented.  
Motion made by Rigsby, Seconded by Purcell.  
Voting For: Crawford, Harte, Henry, Purcell, Rigsby.

**BUSINESS FROM THE FLOOR:**

No public comments.

**PRESENTATION:**

**Louisa Arts Center Presentation**

Ms. Karen Welsh provided a presentation to Council regarding the Louisa Arts Center. Ms. Welsh described the Arts Center as the “heart of the arts” in the community and provided an overview of the wide variety of programs and activities offered, including art exhibitions, concerts, theatrical productions, and other cultural events.

Ms. Welsh noted that the Arts Center currently has only one full-time staff member, herself, with all other assistance provided by part-time staff and a strong base of volunteers. She emphasized that the organization relies heavily on volunteers to operate effectively. Youth programming was identified as a top priority for the Arts Center.

Ms. Welsh further discussed the Center’s fundraising efforts, specifically noting current goals to raise funds for additional storage space and the purchase of new chairs for the upstairs art room. She highlighted the strong positive impact the Arts Center has on the community, including its ability to attract visitors from surrounding areas and beyond, bringing people to the Town of Louisa.

**NEW BUSINESS:**

**Discussion and Action: Holiday Schedule**

Motion to approve as presented.  
Motion made by Harte, Seconded by Henry.  
Voting For: Crawford, Harte, Henry, Purcell, Rigsby.

1 **Strategic Needs Assessment**

2

3 The Town Manager presented his Strategic Needs Assessment to Council. He discussed  
4 the importance of long-term planning and expressed a desire to develop a Capital  
5 Improvement Plan (CIP) that would extend over a five- to ten-year period.

6 The Town Manager requested that Council consider scheduling a special meeting in  
7 January to further review and address the identified strategic needs and to allow for more  
8 in-depth discussion outside of a regular meeting agenda.

9

10 **Discussion and Action: County Planning Commission Appointment**

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12 Council Member Purcell advised Council that he will be stepping down from his position as  
13 the Town's liaison to the County Planning Commission. He noted that the bylaws require  
14 the Town to maintain a representative in this role.

15

16 Council discussed whether the Town Planning Commission liaison should also serve as the  
17 liaison to the County Planning Commission. During the discussion, Council Member  
18 Purcell added that, historically, this position has been held by the Mayor.

19

20 Motion to appoint Ashley Michael as the Liaison to the County Planning Commission.

21 Motion made by Purcell, Seconded by Henry.

22 Voting For: Crawford, Harte, Henry, Purcell, Rigsby.

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24

25 **Discussion and Action: Police Department Surplus Vehicles**

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27 Chief Nachtman submitted a list of vehicles which are ready to be auctioned.

28

29 Motion to proceed to surplus the vehicle list provided.

30 Motion made by Rigsby, Seconded by Purcell.

31 Voting For: Crawford, Harte, Henry, Purcell, Rigsby.

32

33 **Discussion and Action: Land Use Resolution**

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35 Vice Mayor Harte presented the proposed Land Use Resolution to Council. She explained  
36 the reasons she believes the resolution is necessary and noted that its intent is to provide  
37 support for the County.

1

2 Council discussed the language of the resolution, seeking clarification on what the  
3 resolution specifically covered and whether it fully addressed Council's intentions.

4

5 Motion to approve the resolution as presented and forward to legislators by the end of the  
6 month.

7 Motion made by Harte, Seconded by Henry.

8 Voting For: Crawford, Harte, Henry, Purcell, Rigsby.

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10 **Town Planning Commission Liaison**

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12 Council Member Purcell advised Council that he will be stepping down from his position as  
13 the liaison to the Town's Planning Commission.

14

15 Motion to appoint Roger Henry as the liaison to the Town's Planning Commission.

16 Motion made by Purcell, Seconded by Crawford.

17 Voting For: Crawford, Harte, Purcell, Rigsby.

18 Voting Absentia: Henry

19

20 **Cutler Avenue Water Project**

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22 Council Member Crawford raised concerns regarding the Cutler Avenue Project,  
23 specifically questioning whether funding has been allocated for the project. He stated that  
24 the project has been outstanding for some time and expressed concern that its been  
25 overlooked.

26

27 Council and the Town Manager discussed the project's timing, including considerations  
28 related to weather conditions and where the project currently falls on the Town's priority  
29 list. It was noted that the Cutler Avenue Project is scheduled to be discussed further at the  
30 Water and Sewer Committee meeting.

31

32 Council Member Crawford requested that this item be followed up at the January Council  
33 meeting to ensure continued progress and attention.

34 **STANDING COMMITTEE REPORTS:**

35 **Personnel Committee**

1 It was reported that the Personnel Committee will need to meet to discuss employee  
2 benefits for Town staff.

3 **Legal Matters Committee**

4 Council was advised that the Town Code has been rewritten. The committee did not bring  
5 the revised Code forward to Council at this time, as there was uncertainty regarding  
6 whether newly appointed committee members, who are expected to be appointed in  
7 January, would prefer for the revisions to be presented after their appointments.

8 **Trash, Recycling & Litter Committee**

9 Council was informed that the Town's trash collection contract will expire next year and will  
10 need to be reviewed in advance of expiration.

11 **Finance Committee**

12 The committee noted the need to meet at the beginning of the year in order to begin the  
13 Town's budget process.

14 **Cemeteries Committee**

15 Nothing to report at this time.

16 **Streets & Sidewalks Committee**

17 There was nothing to report at this time. It was noted that the committee is scheduled to  
18 meet tomorrow.

19 **Water & Sewer Committee**

20 There was nothing to report at this time. It was noted that the committee is scheduled to  
21 meet tomorrow.

22 **Police Committee**

23 The Police Committee reported that it met last week. Topics discussed included potential  
24 salary adjustments and various methods for recruitment. It was noted that these matters  
25 will be forwarded to the Personnel Committee and the Finance Committee for further  
26 review and consideration.

27 **STAFF REPORTS:**

28 **Police:**

1 Martin Nachtman, Chief of Police, provided the Police Report.

2 Council Member Henry inquired about the possibility of setting up the radar trailer. The  
3 Chief advised that the equipment is outdated and will need to be evaluated, noting that  
4 repairs will likely be costly due to the age of the unit. The Chief stated that he will look into  
5 whether the equipment can be repaired at a minimal cost and will report back with  
6 findings. Additionally, the Chief reported that he has spoken with VDOT regarding the  
7 possibility of painting a “Do Not Block” section in front of the Police Department, as it is  
8 currently difficult for police vehicles to exit the station during peak rush hour traffic.

9 **Public Works:**

10 Anthony Larry, Director of Public Works, provided the Public Works Report.

11 Public Works reported that routine maintenance activities are ongoing. Staff have also  
12 been hanging Christmas lights and wreaths throughout Town. In addition, Mr. Larry  
13 attended a VDOT meeting with the Town Manager. It was further reported that  
14 disconnection notices have been handed out.

15 **Counsel:**

16 The Town Attorney reported that the pending lawsuit has been continued to January 2026  
17 for docket call.

18 **Treasurer:**

19 The Treasurer reported that tax bills have been mailed. Council was advised that a draft  
20 financial report will be provided by Friday. Additionally, the VML representative reviewed the  
21 Town’s finances and advised that the budget is in good shape and that the General Fund  
22 remains strong.

23 **Clerk:**

24 Stephanie Dorman, Clerk, provided the Clerk report.  
25 In addition to her written report, she advised the new website has officially launched.

26

27 **Town Manager:**

28 Stuart Turille, Town Manager, read his submitted report and added that addressing  
29 speeding concerns will be included as part of the Town’s traffic management plan.

30

1 **Comments by Members of Town Council**

2 Vice Mayor Harte reported that she dropped off the old May agenda. The Clerk advised that  
3 old meeting minutes for May have been located and will be submitted for Council  
4 consideration at the January meeting.

5 **ADJOURNMENT**

6 Motion to adjourn.

7 Motion made by Crawford, Seconded by Purcell.

8 Voting For: Crawford, Harte, Henry, Purcell, Rigsby.

9 Council adjourned at 7:58 PM.

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Mayor

Clerk

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## RESOLUTION ADOPTING BYLAWS FOR THE TOWN COUNCIL

### RESOLUTION NO. 26-1

**WHEREAS**, The Louisa Town Council is authorized to establish rules and procedures for the orderly conduct of its meetings and the performance of its official duties; and

**WHEREAS**, the Town Council desires to adopt formal bylaws to provide clear guidance on meeting procedures, officer responsibilities, public participation, agenda setting, voting, and other matters related to the governance of the Town; and

**NOW, THEREFORE, BE IT RESOLVED**, on this 20<sup>th</sup> day of January, 2026, that the Mayor and Town Council of the Town of Louisa, Virginia hereby approve the attached Bylaws, effective immediately upon the adoption of this resolution.

Approved by the Town Council for the Town of Louisa,  
Virginia on this 20<sup>th</sup> day of January, 2026,

\_\_\_\_\_  
Ashley Michael, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Dorman, Clerk

**DRAFT**  
**1.13.26**

**LOUISA TOWN COUNCIL BY-LAWS AND RULES  
OF PROCEDURE**

Adopted January 20, 2026

## **ARTICLE 1 - PURPOSE AND BASIC PRINCIPLES**

### **SEC.1-1. PURPOSE OF BY-LAWS AND RULES OF PROCEDURE**

These By-laws and Rules of Procedure are adopted pursuant to Section 3.11 of the Town Charter to serve the following purposes:

- A. To enable Town government to transact business expeditiously, transparently and efficiently affording every opportunity for the citizens to witness and participate in the operation of government;
- B. To protect the rights of each individual Council Member;
- C. To preserve the spirit of cooperation among Council members; and
- D. To determine the will of the Council on all matters.

### **SEC. 1-2 FIVE BASIC PRINCIPLES UNDERLYING BY-LAWS AND RULES OF PROCEDURE**

- A. Only one subject may claim the attention of the Council at one time;
- B. Each item presented for consideration is entitled to full and free discussion;
- C. Every member has rights equal to every other member;
- D. The will of the majority must be carried out, and the rights and opinions of the minority must be preserved and respected; and
- E. Each member shall remain respectful of fellow Council members, staff, and members of the public, even in times of disagreement, in speech and in behavior.

## **ARTICLE 2 - MEETINGS**

### **SEC. 2-1. WHEN AND WHERE REGULAR AND WORK SESSION MEETINGS HELD**

- A. The time and place of regular meetings and work sessions of the Town Council of Louisa (hereinafter referred to as "the Council") shall be established at each annual organizational meeting. Such regular meetings shall be held in Council Chambers in the Louisa Town Hall on the third (3<sup>rd</sup>) Tuesday of the month unless otherwise set by the Council. Such meetings shall begin at 6:00 p.m. Should the Council subsequently change the date, time or place of a regular meeting, it shall comply with the requirements of Section 15.2-1416 of the Code of Virginia (1950, as amended).
  
- B. If needed, a work session meeting may be held on the first (1<sup>st</sup>) Tuesday of every month, at the same place as regular meetings, and shall begin at 6:00 p.m. unless otherwise set by the Council. The purpose of such work sessions shall be to allow the Council an opportunity to further review items either held over by the Council from a regular meeting or such other items as may come before the Council at a regular meeting in the future. The Council shall not take any action to approve or deny any item before it during a work session, reserving such action solely to its regular meetings, except in matters which require immediate action due to time constraints or deadlines, fiscal policies and/or emergencies

**SEC. 2-2. CONTINUED MEETINGS**

A regular or work session meeting shall be continued to the immediately following regular meeting date, time and place, unless otherwise set, if the Mayor, or Vice Mayor if the Mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such findings shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting, and no further advertisement is required.

**SEC. 2-3. MEETING ADJOURNMENT**

Meetings of the Council shall adjourn when all business, or the agenda, before the body is complete, however it is not the Council's intent to begin a new agenda item after 10:00 p.m. unless and until a motion to extend the time has been offered and passed by a majority vote of the members present and voting. Any agenda item not conducted may be carried over to another meeting date. Any public hearing advertised for a regular meeting but not conducted may be

rescheduled to another earliest possible convenient date, without further advertising when the date and time of the reconvened meeting is publicly announced at the preceding meeting.

**SEC. 2-4. SPECIAL OR EMERGENCY MEETINGS**

- A. The Council may hold such special or emergency meetings, as deemed necessary, at such date, time and place as it may find convenient; and it may adjourn from time to time. A special or emergency meeting of the Council shall be called pursuant to Sections 15.2-1417 and 15.2-1418 of the Code of Virginia (1950, as amended).
  
- B. Special or emergency meetings may be called by the Mayor or any two (2) Council members in writing to the Town Clerk for any purpose stated in the notice of the special or emergency meeting pursuant to Section 15.2-1418 of the Code of Virginia (1950, as amended). Only matters specified in the notice shall be considered unless all of the members of the Council are present.
  
- C. Notice, reasonable under the circumstances, to the public and press of any special or emergency meeting shall be given contemporaneously with the notice provided by the members of the Council, and the Town Attorney.

**SEC. 2-5. LEGAL HOLIDAY**

When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the preceding business day unless the meeting is cancelled by the Mayor or a majority of the Council.

**SEC. 2-6. ANNUAL ORGANIZATIONAL MEETING**

- A. The Council shall meet on the third (3<sup>rd</sup>) Tuesday of January of each year, which shall be known as the annual organizational meeting.
  
- B. The Vice Mayor shall be elected at the annual meeting for a term of one year, ending at the commencement of the organizational meeting the following year.

C. Following the election of the Vice Mayor, the Council shall:

1. Appoint the Clerk of the Council (as set forth herein);
2. Establish dates, times and places for its regular meetings;
3. Adopt its By-Laws and Rules of Procedure;
4. Adopt a Financial Policy, and
5. Conduct any other necessary business as determined by a majority vote of the Council.

**SEC. 2-7. PROCEDURE FOR ELECTION OF VICE MAYOR**

The following procedures shall be followed to elect the Vice Mayor:

1. The Mayor shall call for nominations from the Council.
2. Any member, after being recognized by the Mayor, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominee(s).
3. When all nominations have been made, the Mayor shall close the nominating process and call for the vote.
4. Each member may cast one vote for any one nominee.
5. A majority of those voting shall be required to elect the Vice Mayor.

**SEC. 2-8. SEATING ARRANGEMENT**

The Mayor shall occupy the center seat on the dais with the Vice Mayor occupying the seat at his or her immediate left. The remaining members of the Council shall determine their seating arrangement by seniority with the most senior member selecting his or her seat first and the remaining members selecting their respective seats in seniority order based on years served on the Council. In the event that two or more Council members have equal seniority, the selection of seating for those members shall be by alphabetical order.

**SEC. 2-9. QUORUM AND METHOD OF VOTING**

- A. At any meeting, a majority of the Council shall constitute a quorum.
- B. All actions authorized by the Council shall be pursuant to a roll call vote which shall be taken by the Clerk or Deputy Clerk of the Council. The Clerk or Deputy Clerk shall call the name of each member and receive in reply the vote of such member as either "Yes" or "No" on the measure being considered. At the beginning of any meeting, the Clerk shall conduct a silent roll call of members present and absent.
- C. The order of voting shall be as called by the Clerk of the Council, with the Mayor voting last in the event of a tie.
- D. If there is an abstention, it shall be the responsibility of the Mayor to note the abstention for the record and to request that the member abstaining state his or her reason for abstaining for the record.

**SEC. 2-10. CLOSED MEETINGS or SESSIONS**

- A. Closed meetings/sessions shall only be used when the matter to be discussed is exempt from open meeting requirements pursuant to the Virginia Freedom of Information Act.
- B. No meeting shall become a closed meeting, and Council shall not otherwise convene in closed session, until the Council takes an affirmative recorded vote in open session. Any member dissenting in such vote shall state the reason for the dissent.

The motion to move to closed session shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the closed meeting.

The Town Attorney may assist the members in formulating the proper motion to move to closed session in accordance with the requirements of the Freedom of Information Act.

- C. No resolution(s), ordinance(s), rule(s), contract(s), regulation(s) or motion(s) considered in a closed meeting shall become effective until the Council reconvenes in an open meeting

and takes a vote of the membership on such resolution(s), ordinance(s), rule(s), contract(s), regulation(s) or motion(s) which shall have its substance reasonably identified in the open portion of the meeting.

- D. At the conclusion of a closed meeting or session, the Council shall reconvene in open session immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:
1. Only public business matters lawfully exempted from open meeting requirements were discussed; and
  2. Only public business matters identified in the motion convening the closed meeting were heard, discussed or considered.

Any member who believes that there was a departure from the above requirements shall so state prior to the Mayor's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the closed meeting shall not affect the validity or confidentiality of the closed meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. The Council may permit non-members to attend a closed meeting if their presence will reasonably aid the Council in its consideration of an issue.

G. Council members shall keep in mind that closed meeting discussions are to remain confidential, and that such matters as discussed in closed meeting or session should not be discussed in public by any participant unless and until a formal action is taken by the Council in accordance with Section 2-10(C) above, and in some cases, such discussions are to remain confidential as permitted or required by applicable law. Failure of a Councilmember to maintain such confidentiality may result in such member being censured by Council.

**SEC. 2-11. ELECTRONIC MEETINGS and REMOTE MEETING PARTICIPATION**

Council shall not conduct any meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled, except as authorized by the Virginia Freedom of Information Act and pursuant to the Council's annually adopted **Policy Governing Remote (Electronic) Meeting Participation and Meetings Held Solely Through Electronic Means**, which shall be attached hereto and incorporated herein. As required by state law, Council shall review, update as necessary with the guidance of the Town Attorney, and (re)adopt such policy every year at its organizational meeting.

### **ARTICLE 3 - OFFICERS**

#### **SEC. 3-1. MAYOR AND VICE MAYOR**

As provided by the Town Charter and Town Code, the Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the members present shall choose one of their members to preside over the meeting.

#### **SEC. 3-2. CLERK**

As provided by the Town Charter and Town Code, the Clerk of the Council is appointed by the Council and does not have to be re-appointed each year at the annual organizational meeting. The duties and responsibilities of the Clerk shall be as set out in the Town Charter and Town Code and Sections 15.2-1538 and 15.2-1539 of the Code of Virginia (1950, as amended). The Council may also designate a Deputy Clerk, and at the discretion of the Council, any Town employee can be designated as Temporary Clerk.

#### **SEC 3-3. TOWN MANAGER**

The Town Manager shall be responsible for carrying out and implementing such actions, directives, and activities as may be duly authorized or required by vote of the Council. In fulfilling this responsibility, the Town Manager shall execute administrative, operational, and managerial functions necessary to effectuate the Council's decisions, including the coordination of staff, resources, and procedures to ensure timely and proper execution. All such actions shall be undertaken in accordance with applicable laws, established policies, and the directives of the Council, and shall be reported to the Council through such means

as the Town Manager deems appropriate to maintain transparency and accountability in the administration of Council-approved initiatives.

**SEC. 3-4 PARLIAMENTARIAN**

The Town Attorney, or his or her designee, shall serve as the Parliamentarian for the purpose of interpreting these By-Laws and Rules of Procedure, *Robert's Rules of Order* and the Code of Virginia, as may be directed by the Mayor, or as required as a result of a point of order raised by any one or more Council members. If the Town Attorney, or his or her designee, is unavailable, the Town Manager shall serve as the Parliamentarian.

**SEC. 3-5. PRESERVATION OF ORDER**

- A. At meetings of the Council, the Mayor shall preserve order and decorum.
  
- B. Council members should refrain from speaking on matters until recognized by the Mayor. Council members shall address the Mayor or address other members through the Mayor. After being recognized by the Mayor, a Council member shall not be interrupted, except when a point of order is called or when requested to yield the floor by another member.

**ARTICLE 4 - CONDUCT OF BUSINESS**

**SEC. 4-1. ORDER OF BUSINESS**

- 1. At regular meetings of the Council on the third (3<sup>rd</sup>) Tuesday of the month, the order of business shall generally be as follows:
  - a. Call to Order- Silent Roll Call of Members (commencing at 6 p.m.)
    - i. Invocation - Pledge of Allegiance
    - ii. Pledge of Allegiance
    - iii. Adoption of the Agenda
    - iv. Consent Agenda
    - v. Public Comment

- vi. Presentations
- vii. New Business
- viii. Old Business
- ix. Appointments
- x. Standing Committees Report
- xi. Staff Reports
- xii. Closed Meeting
- xiii. Council Discussion/Comments
- xiv. Adjournment

2. The above order of business may be modified by the Town Manager, after the Mayor has been notified, to facilitate the business of the Council.
3. Citizens' Comments shall be governed by the following rules:
4. Citizens' Comments shall be for the limited purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council or individual members of the Council.
5. Council members shall not discuss issues raised or questions raised by the public, within the same meeting, except by consent of a majority of the Council members present.
6. Citizens wishing to speak during the Citizens' Comments portion of the agenda shall sign the registration form, identifying, with reasonable certainty, the subject matter of his or her comments prior to the commencement of the Citizens' Comments portion of the agenda. Citizens who do not sign the registration form prior to the commencement of Citizens' Comments may address the Council after all others who have signed the registration form have had an opportunity to speak.
7. Remarks shall be addressed directly to the Council and not to staff, the audience or the media.
8. The Mayor shall open Citizens' Comments.
9. The Mayor will explain the Citizens' Comments policy prior to the commencement of the first citizen's comment(s) being received by the Council.
10. The Mayor will call on each speaker who has signed the registration form in the order upon which their name shall appear on the registration form.
11. Each speaker shall clearly state their name and place of residence (locality), but are not required to provide their home address, and shall be subject to a three (3) minute time limitation. A timer with a lighting system shall be used for keeping track of a Speaker's time. Speakers will receive a warning one (1) minute

prior to the expiration of their presentation time. Speakers will receive a red light at the expiration of their time and shall be asked to end their comments. The Parliamentarian shall be responsible for noting the expiration of time limits, and the Mayor shall be responsible for enforcing it. If the speaker represents a group of individuals in attendance at a particular meeting, there shall be a time limit of five (5) minutes. Members of a group in attendance shall forfeit their right to speak on the same topic. For purposes of this section, a "group" shall constitute ten (10) or more individuals. No speaker shall address the Council more than once during Citizens' Comments at any single Council meeting and citizens shall not donate their unused speaking time to another speaker.

Notwithstanding the time limitations stated herein, the Mayor may, at his or her discretion, allow any citizen to speak beyond the designated time limitation for a reasonable period of time in order to conclude his or her remarks.

12. There shall be no comment during Citizens' Comments on a matter for which a public hearing is scheduled during the same meeting.
13. . There shall be no comment during Citizens' Comments on a matter which has already been the subject of a previous public hearing where no final vote has been taken by the Council.
14. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting by a majority vote.
15. Public comment shall be germane to policies, affairs and services of the Town government.
16. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Clerk and shall become a part of the record.

#### **SEC. 4-2. CONSENT AGENDA**

The Consent Agenda shall be introduced by a motion "to approve" and shall be considered by the Council as a single item.

- A. Upon the request of any Council member, an item may be removed from the Consent Agenda for consideration after approval of the remaining items on the consent agenda.
- B. The Town Manager shall provide a brief summary of the individual items on

the Consent Agenda.

**SEC. 4-3. SPECIAL PRESENTATIONS**

Special presentations shall be for the purpose of informing the Council of matters of public interest, as well as to provide the Council an opportunity to properly recognize individuals and organizations, either public or private, for the outstanding service or work they perform for or in the Town. Any governmental agencies or entity, organization or individual wishing to present an item to the Council shall contact the Town Manager fourteen (14) days prior to the Council's regularly scheduled meeting to seek inclusion in the Council's agenda.

**SEC. 4-4. CONDUCT OF MEETINGS**

When two or more members of the Council wish to speak at the same time, the Mayor shall name the one to speak. The Mayor may call a brief recess at any time. The Mayor may order the expulsion of a disorderly member of the public, subject to appeal to the full Council. Other Council members may request the Mayor for consideration of the expulsion of a disorderly member of the public. If necessary to preserve proper decorum, the Mayor may automatically adjourn, without benefit of any motion or debate, any meeting of the Council. All Council members shall maintain proper decorum when addressing any citizens and applicants that appear before the Council.

**SEC. 4-5. FORM OF PETITIONS, ETC..**

Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.

**SEC. 4-6. MOTIONS**

- A. Members are required to obtain the floor before offering motions or speaking, which they can do while seated.
- B. Motions need to be seconded in order to be voted on by council, unless otherwise provided by Roberts Rules of Order.
- C. Informal discussion of a subject is permitted while no motion is pending.

- D. An amended or substitute motion shall be allowed to any motion properly on the floor; it shall have precedence over an existing motion and may be discussed prior to being voted on. If the amended or substitute motion fails, the former motion can then be voted upon. If the amended or substitute motion passes, the amended or substitute motion shall be deemed the main motion and shall stand as having been passed by such vote. If an amended or substitute motion fails, a second amended or substitute motion may be made. No more than two (2) amended or substitute motions may be made.
- E. When a motion is under debate, no motion shall be received unless it be one to amend, substitute, commit or refer for study, postpone, call for the previous question, lay on the table, or to adjourn.
- F. The Mayor may speak in all discussions, and may vote on a matter if a tie in Council vote occurs.
- G. A motion to call for the question is in order and the right of every Council member to call when they feel discussion has been exhausted and or repeated, thus belaboring the business before the governing body A motion to call for the question requires a two-thirds majority vote of those present. The Mayor shall not recognize a motion to call for the question until every Council member desiring to speak on the main motion has had such an opportunity.
- H. When a vote upon any motion has been announced, it may be reconsidered on the motion of any member who voted with the prevailing side provided that such motion shall be made at the session of the Council at which it was decided. Such motion for reconsideration shall be decided by a majority of the votes of the members present. A member present at the meeting but temporarily absent during a vote may move for reconsideration.
- I. Subject to applicable law, the Council may consider a motion to rescind at any time to address a matter or issue upon which a vote has been take, following such notice as may be required.
- J. Should a decision be made to reconsider or rescind a land use decision, subject to notice and public hearings, as may be required by law, the Council may choose to act on such request without referring the matter to the Planning Commission for its consideration.
- K. A motion to adjourn shall always be in order and supersedes all business before the Council.

**SEC. 4-7. DECISIONS ON POINTS OF ORDER**

The Mayor, or Vice Mayor when presiding at a meeting of the Council, shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the Mayor who shall then make a ruling on the point of order. A Council member may appeal the ruling of the Mayor to the full Council which shall decide the matter by majority decision.

**SEC. 4-8. SUSPENDING RULES**

One or more of these By-Laws and Rules of Procedure may be temporarily suspended by a majority vote of the members present, or by unanimous consent.

**SEC. 4-9. ROBERT'S RULES OF ORDER**

The proceedings of the Council, except as otherwise provided in these By-Laws and Rules of Procedure and by applicable state law, shall be governed by *Robert's Rules of Order*.

**ARTICLE V - PUBLIC HEARINGS**

**SEC. 5-1. PUBLIC HEARING AUTHORIZATION**

The Town Manager, or his/her designee, shall be authorized to set public hearings for such regular meetings as are appropriate in order to effectuate the timely consideration of matters requiring Council consideration.

**SEC. 5-2. FORMAT FOR PUBLIC HEARINGS**

1. The following format shall be followed for all Public Hearings conducted before
2. The Mayor will make a brief statement identifying the matter to be heard and verify that all legal notification requirements have been met.
3. The Mayor will call upon the appropriate Town staff member to present the item to be heard. Staff presentations should be concise.
4. If the purpose of the public hearing is to consider a land use application (or other application requiring a public hearing) the applicant may appear on his own behalf,

or be represented by counsel or an agent. The applicant, or his counsel or agents, shall have a combined total of ten (10) minutes to speak to the application.

5. The Mayor will open the floor to public comment, if any, after the applicant, or his counsel or agent, has spoken. Any private citizen may speak on the matter being considered. The Clerk shall prepare a registration form for citizens to sign their name and provide their address. The Mayor shall call each speaker in the order that their name appears on the registration form. Each speaker shall clearly state his or her name and address for the record. Citizen comments are limited to three (3) minutes per citizen speaker. If the speaker represents a group of individuals in attendance at a particular meeting, there shall be a time limit of five (5) minutes. Members of a group shall forfeit their right to speak on the same topic. For purposes of this section, a "group" shall constitute ten (10) or more individuals. The applicant, or his counsel or agent, shall be given the opportunity for closing remarks, which shall last for no more than five (5) minutes. Notwithstanding the time limitations stated herein, the Mayor may, at his or her discretion, allow any citizen to speak beyond the designated time limitation for a reasonable period of time in order to conclude his or her remarks.
6. A timer with a lighting system shall be used for keeping track of a Speaker's time. Speakers will receive a yellow light warning one (1) minute prior to the expiration of their presentation time. Speakers will receive a red light at the expiration of their time and will be asked to end their comments.
7. The Parliamentarian or Clerk shall be responsible for noting the expiration of time limits, and the Mayor shall be responsible for enforcing it.
8. Upon the conclusion of public comments or the applicant's closing remarks (if any), the Mayor shall close the public hearing.
  - a. When a public hearing has been closed by order of the Mayor, no further public comments shall be received by the Council. However, any Council member may ask a question of any person who spoke during the public hearing after being recognized by the Mayor to do so.
  - b. Following the close of the public hearing, the Mayor may entertain a motion to vote on the matter and the Council may debate the merits of the issue.

## **ARTICLE 6 -AGENDA**

### **SEC. 6-1. PREPARATION**

- A. The Town Manager shall develop the meeting agenda in consultation with the Mayor, for the regularly scheduled meetings conforming to the order of business specified in Section 4-1 entitled "Order of Business".
  
- B. All items which are requested to be placed on the agenda which have not been submitted within the prescribed deadline, as set by the Town Manager, may be placed on the next regular agenda for consideration as determined by the Manager in consultation with the Mayor.
  
- C. Nothing herein shall prohibit the Council from adding or removing items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Members must use discretion in requesting the addition of items to the agenda since to promote public awareness and transparency; Council considers it desirable to have items listed on the published agenda.

**SEC. 6-2. DELIVERY OF AGENDA**

The Council agenda and related materials shall be received by each member of the Council and the Town Attorney on the Tuesday before the scheduled regular meeting. The Clerk of the Council may request an adjustment to the delivery schedule due to special circumstances.

**SEC. 6-3. COPIES**

The Clerk shall prepare or cause to be prepared extra copies of the agenda and shall make the same available to the public and the press in the Office of the Town Manager and on the Town website. The Clerk shall also have at least one hard copy available at each regular meeting.

**SEC. 6-4. COMMENTS, QUERIES OF COUNCIL MEMBERS**

Council members are to observe the following rules during the discussion of agenda items:

- 1. The Mayor shall ensure that Council comments are constructive and contain no personal attacks of staff, members of the public or other Council members.

2. Councilmembers shall limit their remarks and the Mayor shall limit the discussion to topics germane to the subject on the agenda being considered. Points of clarification shall be limited to questions only. The Mayor may rule other, nongermane comments out of order.
  
3. Council members may address questions to the Town Manager or staff member presenting at the meeting. Staff members should be at the podium when addressing Council members' questions. All legal questions should be addressed to the Town Attorney; however Council understands that in some instances legal advice should be provided in closed session depending on the specific circumstances and the recommendation of the Town Attorney. In such instances, Council may convene in closed session as outlined in these bylaws in accordance with the Virginia Freedom of Information Act.

## **ARTICLE 7- COUNCIL, AUTHORITIES, COMMISSIONS, WORKGROUPS AND COMMITTEES**

### **SEC. 7-1. APPOINTMENTS**

Members of all boards, authorities and commissions shall be appointed by a majority of the Council after review of qualifications and discussion in Closed Meeting. Proposed appointments shall be voted upon under the Appointments section of the Agenda. Members of all workgroups, standing and special committees of Council shall be appointed by the Mayor. Appointees' terms shall run in accordance with the applicable by-laws of such boards, authorities, commission or committees to which the appointee is appointed, unless a shorter term is specified by the Council, or except as provided by applicable state law or Town Code provision. Except as otherwise provided by state law, all appointees to boards, authorities and commissions may be removed, with or without cause, at the pleasure of the Council, and members of workgroups, standing and special committees may be removed, with or without cause, at the pleasure of the Mayor.

### **SEC. 7-2. ATTENDANCE**

Members of any standing or ad hoc board, authority, committee or commission of the Council, or of any committee to which the Council or the Mayor appoints a member, shall be expected

to attend every scheduled meeting of the body to which they have been appointed. Any member of an appointed body who fails to attend a minimum of seventy-five percent (75%) of the scheduled meetings of that particular body in any given calendar year may, at the discretion of the Council, be deemed to have forfeited his or her membership on that body, subject to any state laws to the contrary. In the event that the Council, or the Mayor as applicable, determines that an appointee has forfeited his or her appointment pursuant to this section, the Clerk of the Council shall notify, in writing, the appointee of his or her removal from that body based upon his or her failure to attend there required percentage of scheduled meetings and shall thank the appointee for his or her service to the community. Upon the appointment of any appointee, the Clerk of the Council shall forward to the member a copy of this section.

**SEC. 7-3. PLANNING COMMISSIN MEMBERS ATTENDANCE**

Notwithstanding the foregoing provisions, a member of the Planning Commission may be removed from office by the Council without limitation in the event that the commission member is absent from any three (3) consecutive meetings of the commission, or is absent from any four (4) meetings of the commission within any twelve (12) month period. In either such event, a successor shall be appointed by the Council for the unexpired portion of the term of the member who has been removed.

**SEC. 7-4. BY-LAWS AND RULES OF PROCEDURE OF BOARDS, AUTHORITIES, COMMISSIONS WORKGROUPS, AND COMMITTEES**

The By-Laws and Rules of Procedure of any board, authority, commission or committee not established by state law shall be submitted to the Council for review, and approval as appropriate under state law, prior to becoming effective.

**SEC. 7-5. ROLE OF STANDING OR AD Hoc COUNCIL COMMITTEES; DESIGNATED STANDING COMMITTEES; MEETING REQUIREMENTS**

- A. Committees of the Council, whether standing or ad hoc, are established as advisory bodies whose purpose is to support the Council's policymaking responsibilities through structured review and informed analysis. The role of any such committee, as it may be created from time to time, shall be to review and consider all matters properly placed before it by vote of the Council, including matters relating to the development, evaluation, or refinement of public policy. Upon completing its review, each committee shall provide the Council with its recommendations through such report as the Town Manager deems appropriate for inclusion in the Council's regular meeting agenda

- B. The following standing committees are hereby created by the Council for the general subject matters stated herein and shall meet, in accordance with applicable open meeting laws, to consider only such specific matters as may directed by the Council:
- a. **Public Works and Facilities Committee** - responsible for the review and recommendation of matters related to public infrastructure, trash/refuse, public buildings, fleet issues, and the maintenance and development of Town facilities;
  - b. **Public Safety Committee** - responsible for the review and recommendation of matters related to law enforcement, fire and rescue, emergency management, and all support services related thereto;
  - c. **Personnel Committee** - responsible for the review and recommendation of matters related to personnel policies and procedures, wages and benefits for public employees, oversight of the timely coordination of the Town Manager's performance reviews, participation in periodic review of recommendations related to the organizational structure of Town departments, and participation in the review of recommendations regarding contracted services for the Town;
  - d. **Finance Committee** - responsible for the review and recommendation of matters related to the Town's budget, financial policies, audits, revenue streams, expenditures, and financial planning to ensure fiscal responsibility and transparency;
  - e. **Community Development and Events Committee** - responsible for the review and recommendation of matters related to economic development, planning and zoning, inspections, public utilities, and the development and coordination of community events to promote engagement and cultural enrichment;

- f. **Cemeteries Committee** - responsible for the review and recommendation of matters related to the maintenance, preservation, and development of Town cemeteries, including policies regarding burial plots and cemetery operations;

**Intergovernmental Relations Committee** - responsible for the review and recommendation of matters related to intergovernmental operations and partnerships between Louisa County and the Town, including collaboration on shared services, joint initiatives, and regional planning efforts.

**ARTICLE 8- GENERAL OPERATING POLICY**

**SEC. 8-1. ACTIONS BY INDIVIDUAL MEMBERS OF THE COUNCIL**

It shall be the policy of the Council that no member(s) shall exert individual action or direct any Town employee or initiate any action or assert their individual preference(s) in a manner that would require a Town employee to perform any action contrary to the laws, ordinances or policies of the Town or which would require the expenditure of public funds in any amount without the approval of the Council. Further, no member of the Council shall seek nor accept more favorable treatment from Town officers or employees than would be given to other members of the Council, nor attempt to influence the decisions or recommendations of Town appointees, officers or employees. Notwithstanding the foregoing, each Council member may, and is encouraged, to share information with Town appointees, officers and employees and to promote a positive working environment for all employees. Additionally, no Council member shall assert or speak on behalf of the Council or the Town without direct approval from the Town Council. Communications made on behalf of the Town shall be limited to the Town Manager and Mayor, ensuring that all official statements or representations are consistent with the policies and direction established by the Council.

**SEC. 8-2. NUMBERING AND INDEXING OF RESOLUTIONS, ORDINANCES AND PROCLAMATIONS**

It shall be the responsibility of the Clerk to number and index all resolutions, ordinances and proclamations of the Council. Resolutions and proclamations shall be numbered consecutively and use the last two digits of the calendar year. For example, for the first resolution in January, 2026, the resolution number would be shown as: Resolution No. 26-01.

**SEC. 8-3. MINUTES OF THE COUNCIL**

The minutes of the Council meeting shall reflect the official acts of the Council and names of the public commenting during public hearings and citizen comments, as well as a summary of Council's proceedings at each meeting, in addition to the date, time and location of the meeting. They shall reflect the issues discussed and Council comments in summary form.

**SEC. 8-4. AMENDING BY-LAWS**

These by-laws may be amended by vote of Council at any meeting subsequent to the introduction of a suggested by-laws amendment.

**SEC. 8-6. ENACTMENT OF BY-LAWS AND RULES OF PROCEDURE**

No later than December 1<sup>st</sup> of each year, the Town Manager or Clerk shall deliver a copy of the current By-Laws and Rules of Procedure to each member and member-elect of the Council, soliciting any proposed changes to the same. Any proposed changes shall be referred to the Town Attorney to prepare proposed amendments for Council's consideration at the annual Organizational Meeting.

Adopted by the Louisa Town Council on this 20<sup>th</sup> day of January 2026.

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Ashley Michael, Mayor

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Stephanie Dorman, Clerk

Approved as to form:

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Jeffrey S. Gore, Town Attorney



**RESOLUTION TO ESTABLISH THE 2026 TOWN COUNCIL REGULAR MEETING SCHEDULE**

**RESOLUTION NO. 26-2**

**WHEREAS**, The Town Charter (§3.9. Meetings of Council), states that “he Town Council shall fix the time of their stated meetings, and they shall meet at least once a month..”; and

**WHEREAS**, the meetings of the Louisa Town Council take place at 212 Fredericksburg Avenue, Louisa, Virginia 23093; and

**WHEREAS**, the regularly scheduled meetings will begin at 6:00 p.m.; and

**NOW, THEREFORE, BE IT RESOLVED**, on this 20<sup>th</sup> day of January, 2026, that the Mayor and Town Council of the Town of Louisa, Virginia hereby approve the below listed meeting schedule for 2026, effective immediately upon the adoption of this resolution.

**January 20, 2026**  
**February 17, 2026**  
**March 17, 2026**  
**April 21, 2026**  
**May 19, 2026**  
**June 16, 2026**  
**July 21, 2026**  
**August 18, 2026**  
**September 15, 2026**  
**October 20, 2026**  
**November 17, 2026**  
**December 15, 2026**

Approved by the Town Council for the Town of Louisa,  
Virginia on this 20<sup>th</sup> day of January, 2026,

\_\_\_\_\_  
Ashley Michael, Mayor

ATTEST:

\_\_\_\_\_  
Stephanie Dorman, Clerk



## LOUISA TOWN COUNCIL

### AGENDA ITEM REPORT

Meeting Date: 1.20.2026

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To: Louisa Town Council  
From: Stuart Turille, Town Manager  
Subject: Police Recruitment –Pay Adjustment

#### **Background:**

- The Chief of Police states that patrol officer recruits are considering pay, rather than benefits, as the primary consideration for employment with area police departments.
- We raised our pay recently to be at what was thought to be the market average. It turns out this estimate was too low and *we are losing recruits for better pay, bonuses, etc. in the region.*
- The Police Chief developed a recommendation, based on his professional judgement (see attachment)
- Police Chief and I have met with the Police Committee, Finance Committee and Personnel Committees, and will bring for the recommendation to full Council

#### **Recommended Action:**

Consider Police Chief's request, as discuss by the associated Committees.

#### **Attachments:**

Police Chief Request

**The Town of Louisa, Virginia**  
Incorporated 1873

P.O. Box 531  
212 Fredericksburg Avenue  
Louisa, Virginia 23093



Phone: (540) 967-1400  
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[www.louisatown.org](http://www.louisatown.org)

To: Mayor Michael and Town Council Members  
From: Martin Nachtman, Chief of Police  
Date: January 7, 2026  
Re: Staff Report – Proposed Salary Adjustments

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As you are aware, the Police Department continues to face significant staffing shortages and ongoing difficulties recruiting qualified officers under our current salary range and benefits package. It is imperative that adjustments be made for the department to adequately staff and provide consistent coverage for the Town of Louisa. To keep our residents and businesses safe, maintain public engagement, and continue serving as a vital part of the community, increasing our staffing levels is essential. Additionally, one of our officers is approaching retirement eligibility, which will further impact our staffing capacity and the training of new officers.

I am proposing that our starting salary range be adjusted to \$63,000 to \$70,000. This range would provide necessary flexibility and would be based on an applicant's years of service, certifications, and relevant experience. Given our current critical staffing levels, I am also requesting approval and flexibility to offer up to \$10,000 sign-on bonus for full-time officers, provided that I remain within my existing budget.

To address compression concerns, I am proposing that the Sergeant salary be set at \$77,000 and the Chief of Police salary be set at \$92,400.

If approved, the new salaries would not impact the current fiscal year, as we have carried two vacancies for the entire year and an additional two vacancies for part of this fiscal year, resulting in savings of approximately \$105,000.

For the next fiscal year, the overall financial impact would be \$56,376, as shown in the attached table. If budgetary constraints do not allow for the full increase, I propose freezing half of a position within the Police Department. Freezing half a position would reduce the impact to \$17,069. Additionally, fringe benefit savings associated with freezing half a

position would total \$15,985, bringing the overall financial impact of this adjusted proposal to \$1,084.

These figures assume that all positions would be filled by officers earning the maximum salary for their respective ranks.

<b>FY24-25 (Adopted September 2024)</b>	Minimum	Max
Town Manager	\$ 78,500	\$ 106,000
Clerk, Treasurer, Public works director, Police chief	\$ 66,000	\$ 89,000
Police Sergeant	\$ 54,000	\$ 77,000
Maintenance worker II, Police officer	\$ 47,000	\$ 63,500
Maintenance worker I, Deputy clerk/treasurer	\$ 36,000	\$ 52,000
Administrative assistant	\$ 32,000	\$ 45,000

<b>FY26-27</b>	Minimum	Max
Town Manager	\$ 83,210	\$ 116,600
Clerk, Treasurer, Public works director, Police chief	\$ 69,960	\$ 97,900
Police Sergeant	\$ 57,240	\$ 84,700
Maintenance worker II, Police officer	\$ 49,820	\$ 69,850
Maintenance worker I, Deputy clerk/treasurer	\$ 38,160	\$ 57,200
Administrative assistant	\$ 33,920	\$ 49,500

Minimum increased by 6% from FY24-25

Max increased by 10% from FY24-25

# Town Manager's FY25-26 Forecast of Key Revenues

General Fund Revenue (Fund 100)						
Description	FY26 Adopted	FY24 Audit*	Variance Between FY26 Budget and FY24 Audit*	County Finance FY25-26 Forecast	Town Adopted and County Forecast	Town Manager Forecast: additional Funds Above FY26 Adopted
<b>Real Estate Current Year Tax</b>	\$363,258	\$341,147	-\$22,111	<b>\$389,856</b>	\$26,598	\$26,598
<b>Personal Property Current Year Tax</b>	\$78,000	\$87,344	\$9,344			\$9,344
<b>Local Sales Use and Tax</b>	\$135,000	\$221,330	\$86,330	<b>\$247,500</b>	\$112,500	\$112,500
<b>Consumption Tax</b>	\$4,000	\$7,715	\$3,715			\$3,715
<b>Business License Tax</b>	\$230,000	\$335,764	\$105,764			\$105,764
<b>Bank Stock Tax</b>	\$194,000	\$203,833	\$9,833			\$9,833
<b>Transient Lodging Tax</b>	\$16,200	\$4,000	-\$12,200			-\$12,200
<b>Meals Tax</b>	\$810,000	\$858,251	\$48,251			\$48,251
<b>Totals</b>	<b>\$1,830,458</b>	<b>\$2,059,384</b>	<b>\$228,926</b>			<b>\$303,805</b>

\*As of June 30, 2024

\$231,539



## LOUISA TOWN COUNCIL

### AGENDA ITEM REPORT

Meeting Date: 1.20.2026

---

To: Louisa Town Council  
From: Stuart Turille, Town Manager  
Subject: Water-Sewer Capital Projects Prioritization List

#### **Background:**

- A number of capital projects were approved last Spring, and in earlier years, for water-sewer projects that need prioritization, given our small staff, in order to complete the projects this Winter and Spring and avoid delay.
- The Water-Sewer Committed met in December to discuss projects and funding sources. At a January 7 meeting the list was prioritized and approved, for full Council recommendation.

#### **Recommended Action:**

Discuss Water-Sewer Capital Prioritization list so projects can be scheduled and completed in a timely manner.

#### **Attachments:**

FY25-26 Capital Prioritization List

**The Town of Louisa, Virginia**  
Incorporated 1873

P.O. Box 531  
212 Fredericksburg Avenue  
Louisa, Virginia 23093



Phone: (540) 967-1400  
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To: Mayor Michael and Town Council Members  
From: Anthony Larry, Superintendent of Public Works  
Date: December 18, 2025  
Re: Project Priority List

---

**Town of Louisa Project Priority List**

- Train Depot Water/Sewer Connections
- Master Meter Replacement (ARPA)
  - Loyalty Inn
  - Duravex
  - Ace Hardware
  - Louisa Rehab
  
- Cutler Avenue Water Line (ARPA)
- Hollyhurst Avenue Sanitary Sewer -104 Holly Hurst
- 502 E. Main Street- Sewer Manhole Rehab
- East Main Street 2" Water Line Valve



## LOUISA TOWN COUNCIL

### AGENDA ITEM REPORT

Meeting Date: 1.20.2026

---

To: Louisa Town Council  
From: Stuart Turille, Town Manager  
Subject: FY26-27 Budget Schedule of Deadlines and Meetings

#### **Background:**

- For an organized, coordinated process of budget development, leading to budget Adoption by May 19, it is important to plan out important deadlines and meeting dates in advance.
- The process includes:
  1. a detailed revenue forecast
  2. anticipated operating expenses, and
  3. This year we will also add a Capital Improvement (CIP) program development of a capital request form for capital items (capital requests will come from staff to Town Manager and Council members to Town Manager for inclusion in the CIP).
- I request setting goals and objectives for the new fiscal year at a Special Goal-setting workshop, tentatively January 24.
- This year I would like to add a workshop where Department Heads can address Council or Committees ***directly with their operating and capital requests.***

#### **Recommended Action:**

for discussion only

#### **Attachments:**

Preliminary FY26-27 Budget Calender (NOT final)



## FY26-27 Budget Calendar

<b><u>Scheduled Milestone</u></b>	<b><u>Date</u></b>
1. Goal Setting Special Workshop	January 24, 2026
2. Complete and Deliver Budget Message to Staff with Goals, Operating and CIP request form, begin new CIP format	January 30, 2026
3. Begin Revenue forecast	February 2, 20026
4. Discuss with Department Heads Operational needs	February 14, 2026
5. Receive FY24-25 Audit for revenues, expenses and fund balance	February 20, 2026
6. Complete Revenue forecast	February 24, 2006
7. Complete Expense forecast	February 28, 2026
8. Receive and Input Capital Requests into the new CIP	March 1, 2026
9. Town Manager's Preliminary Operating Budget	March 15, 2026
10. Special Workshop to Present Preliminary Budget to Committees or Council, with Department Heads to discuss requests	April 1, 2026
11. Discuss Preliminary Operating and Capital Budget	April 21, 2026
12. Special Workshop if Needed	April 28, 2026
13. FY26-27 Full Budget Presentation for Adoption	May 19, 2026



## LOUISA TOWN COUNCIL

### AGENDA ITEM REPORT

Meeting Date: 1.20.2026

---

To: Louisa Town Council

From: Stuart Turille Town Manager

Subject: Dominion Request for ROW for Overhead Line/Underground Project

#### **Background:**

- Dominion Energy is proposing to convert an existing overhead line running along Church Ave and Fredericksburg Ave. The tap line has 16 events per mile of cable and goes through areas of dense tree coverage. New primary underground cable would start before the wooded area and run along Church Ave, down Fredericksburg Ave to feed the baseball field, and then back north to feed 306 Church Ave.
- The work requires the Town to agree to provide Dominion a Right of Way (ROW) easement along Church and School Streets.
- Work is done by directional boring and VDOT specifications, all existing underground utilities are marked prior construction. Dominion Energy removes Dominion Energy overhead lines and overhead equipment upon completion of project and restoration. Simply there will be less to look at and improved reliability
- The Strategic Underground Program is an initiative that Dominion Energy began in 2015 to address and improve service reliability to existing customers. Ten years of outage history measured problematic overhead removal and neighborhood density are three variables used to come up with candidate areas.
- The ROW agent attend a Streets & Sidewalk Committee meeting and explained The project to the Committee. The Committee recommends approval.
- The Town Attorney reviewed the ROW agreement and gave it his approval.

#### **Recommended Action:**

Approve the ROW agreement for the project to proceed.

#### **Attachments:**

1. Map of ROW
2. ROW agreement



# Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into as of this \_\_\_\_\_ day of \_\_\_\_\_, by and between TOWN OF LOUISA, VIRGINIA ("**GRANTOR**") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in Virginia as Dominion Energy Virginia, with its principal office in Richmond, Virginia ("**GRANTEE**").

### WITNESSETH:

1. That for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, **GRANTOR** grants and conveys unto **GRANTEE**, its successors and assigns, the perpetual right, privilege and exclusive easement over, under, through, upon, above and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity; for fiber optic cables, wires, attachments, and other transmission facilities, and all equipment, accessories and appurtenances desirable in connection therewith, for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties; and for lighting purposes; including but not limited to the rights:

1.1 to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures as **GRANTEE** may from time to time determine, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith; the width of said exclusive easement shall extend fifteen (15) feet in width across the lands of **GRANTOR**; and

1.2 Paragraph is for granting overhead rights within this Right of Way Agreement and is intentionally not included; and

1.3 to apportion, lease, or license the voice, text, data, internet service, and other communications rights herein in whole or in part to third parties as may be useful or practical, including the rights to transmit third party data and the right to apportion, lease, or license surplus communications capacity to third parties for the exercise of such rights.

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in Louisa County, Virginia, as more fully described on Plat(s) Numbered 13-25-0411, attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on and within the easement area, including but not limited to the airspace above the property controlled by **GRANTOR**, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.

**This Document Prepared by Virginia Electric and Power Company and should be returned to:**  
Dominion Energy Virginia, 2700 Cromwell Drive, 2nd Floor, Norfolk, VA 23509.

**Initials:** \_\_\_\_\_

(Page 1 of 4 Pages)  
DEVID No(s). 13-25-0411  
Tax Map No. 40A2 2 B 1

Form No. 728493-1 (Dec 2021)

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## Right of Way Agreement

4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop, cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR**.

5. For the purpose of exercising the right granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR**.

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE's** rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE's** option, for other damage done to **GRANTOR's** property inside the boundaries of the easement (subject, however, to **GRANTEE's** rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE's** facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE's** exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE's** rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE's** exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE's** exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE'S** right to assign or transfer its rights, privileges and easements, as granted herein, shall be strictly limited to the assignment or transfer of such rights, privileges and easements to any business which lawfully assumes any or all of **GRANTEE'S** obligations as a public service company or such other obligations as may be related to or incidental to **GRANTEE'S** stated business purpose as a public service company; and any such business to which such rights, privileges and easements may be assigned shall be bound by all of the terms, conditions and restrictions set forth herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

**Initials:** \_\_\_\_\_

(Page 2 of 4 Pages)  
DEVID No(s). 13-25-0411

Form No. 728493-1 (Dec 2021)

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# Right of Way Agreement

11. **GRANTOR** covenants that it is seized of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

12. The individual executing this Right of Way Agreement on behalf of **GRANTOR** warrants that they have been duly authorized to execute this easement on behalf of said County.

**NOTICE TO LANDOWNER:** You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

**IN WITNESS WHEREOF, GRANTOR** has caused its name to be signed hereto by authorized officer or agent, described below, on the date first above written.

TOWN OF LOUISA, VIRGINIA

By: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

I, \_\_\_\_\_, a Notary Public in and for the State of \_\_\_\_\_

at Large, do hereby certify that this day personally appeared before me

in my jurisdiction aforesaid \_\_\_\_\_, \_\_\_\_\_  
(Name of officer or agent) (Title of officer or agent)

on behalf of Louisa County, Virginia, whose name is

signed to the foregoing writing dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and acknowledged the same before me.

Given under my hand \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public (Print Name)

\_\_\_\_\_  
Notary Public (Signature)

Virginia Notary Reg. No. \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

(Page 3 of 4 Pages)

ROW No(s) 13-25-0411

\_\_\_\_\_  
(Notary Seal Here)

The Strategic Underground Program is an initiative that Dominion Energy began in 2015 to address and improve service reliability to existing customers.

Ten years of outage history measured problematic overhead removal and neighborhood density are three variables used to come up with candidate areas.

Dominion Energy is proposing to convert an existing overhead line running along Church Ave and Fredericksburg Ave. The tap line has 16 events per mile of cable and goes through areas of dense tree coverage. New primary underground cable would start before the wooded area and run along Church Ave, down Fredericksburg Ave to feed the baseball field, and then back north to feed 306 Church Ave.

Work is done by directional boring and VDOT specifications, all existing underground utilities are marked prior construction. Dominion Energy removes Dominion Energy overhead lines and overhead equipment upon completion of project and restoration. Simply there will be less to look at and improved reliability.



## LOUISA TOWN COUNCIL

### AGENDA ITEM REPORT

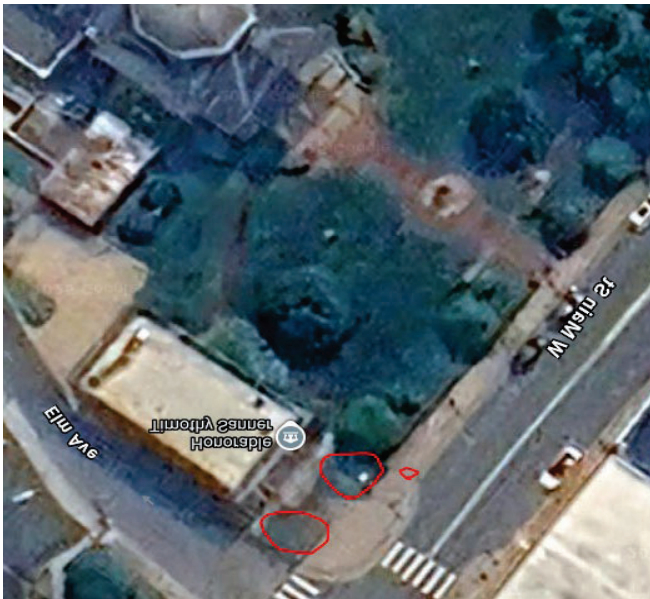
Meeting Date: 1.20.2026

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To: Louisa Town Council  
From: Stuart Turille, Town Manager  
Subject: MOA with County for a Courthouse Electrical Connection for Downtown Clock

#### **Background:**

- See the Downtown Clock Project schedule attached.
- Location: In front of Ogg Building Courthouse



- The next step to complete this project, now that VDOT has approved the location, is to connect the electrical line to the Ogg Building (Courthouse), which is a County-owned building.
- This requires approving an MOA with the County.
- The next step will be to meet with the donor and clarify costs, plans and specs, then construct the clock.

#### **Recommended Action:**

Approve the MOA with the County

#### **Attachments:**

MOA with Louisa County

## **Agreement for Power Provisioning and Related Services**

This agreement between the County of Louisa (“the County”) and the Town of Louisa (“the Town”) (collectively, “the Parties”) sets forth an arrangement for placing a power line from a County building to a proximal location in the Town at which an ornamental clock will be placed.

**WHEREAS**, the County owns property at 102 West Main Street in the Town, and the Town desires to place an ornamental clock on the sidewalk adjacent to this location; and

**WHEREAS**, the clock requires electrical power, which is available at the aforementioned address from the County, and which is proposed for these purposes; and

**WHEREAS**, the Town, at its own expense, proposes to install the clock and connect it to the County’s power available at this address and to reimburse the County for ongoing electrical costs.

**NOW, THEREFORE**, in consideration of the covenants and arrangements set forth in this Agreement, the Parties agree to the following:

- 1. Power provisioning.** The County will make available a connection to suitable electrical requirements, as agreed to by the Town’s representative and the County’s Director of General Services, on the eastern exterior wall of County’s facility at the aforementioned address.
- 2. Space on Building.** The clock requires support equipment on the eastern exterior wall of the County’s facility at the aforementioned address. The Town will, at its own expense, install its equipment in this location in a space not to exceed 20”H x 20” W x 10” D after approval by the County’s Director of General Services.
- 3. Location of underground conduit.** The Town will, in advance of installation, flag the proposed location of its underground conduit for power and communications equipment between the equipment in Section 2 and the location of the clock itself. After approval by the County, the Town will install conduit at its own expense and shall restore any disturbed County property to its pre-disturbance state.
- 4. Electrical power billing.**
  - a. When the clock has been properly installed and connected, the County will meter usage for a period of 90 days. The average daily usage multiplied by the number of days in the year will be billed to the Town annually at the County’s billed rate for electrical service.
  - b. The County may periodically re-meter usage.
  - c. The billing rate utilized to calculate the Town’s bill is based on the County’s electrical power rate. Therefore, it is subject to change.
  - d. The Town must reimburse the County within thirty (30) days of receipt of the bill from the County. If the Town fails to reimburse the County for these costs within thirty (30) days, the County shall, after providing an additional thirty (30) days’

notice, disconnect the associated electrical service and remove and discard any support equipment from the premises.

5. **Clock sounds.** The Town acknowledges that the clock has the capability to emit noises commonly associated with timekeeping devices, and that the clock is located in close proximity to judicial facilities. The Town agrees to adjust associated sound volumes, timing, tones, etc., as directed by the County to ensure no disruption to judicial functions.
6. **Maintenance and Safety.** The Town shall be solely responsible for all maintenance, repair, replacement, and operation of the clock and all associated equipment installed on County property. The Town shall ensure that all equipment remains in safe operating condition and in compliance with applicable codes throughout the term of this Agreement. The Town shall promptly repair or replace any damaged or malfunctioning equipment.
7. **County Access Rights.** The County reserves the right to access, inspect, or temporarily disconnect Town equipment at any time for safety, emergency, or maintenance purposes. The County may remove Town equipment immediately without notice if it poses an imminent safety hazard. The County will provide reasonable notice when practicable, except in emergency situations.
8. **Property Restoration.** Upon installation, modification, or removal of any Town equipment, the Town shall restore all disturbed County property to its original condition or better, as approved by the County's General Services Director. Such restoration shall include, but not be limited to, pavement, landscaping, painting, and any other affected surfaces or improvements.
9. **Default and Remedies.** In addition to the remedies set forth in Section 4(d), if either party materially breaches this Agreement, the non-breaching party may terminate this Agreement by providing thirty (30) days written notice specifying the breach, provided the breaching party fails to cure such breach within the notice period.
10. **Force Majeure.** Neither party shall be liable for delays or failures in performance resulting from acts beyond the reasonable control of such party, including but not limited to acts of God, natural disasters, war, terrorism, labor disputes, or governmental actions.
11. **Termination.** With 60 days' notice, the County or Town may terminate this agreement at any time and for any reason. Should this agreement be terminated, the Town is responsible for the removal of any equipment on County property, and also responsible for any costs associated with provisioning alternative power and support equipment locations.
12. **Governing Law.** This Agreement shall be governed by the laws of the Commonwealth of Virginia. The Parties agree that venue shall be proper in the Circuit Court of Louisa County, Virginia.
13. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and may only be modified in writing signed by both parties.

14. **Assignment.** Neither party may assign this Agreement without the prior written consent of the other.
15. **Severability:** If any provision of this Agreement is held to be unenforceable or invalid, the remaining provisions of this Agreement shall not in any way be affected or impaired thereby.

TOWN OF LOUISA, VIRGINIA

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TITLE

COUNTY OF LOUISA, VIRGINIA

By: \_\_\_\_\_  
Christian Goodwin  
County Administrator

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Patricia Smith  
County Attorney

Date: \_\_\_\_\_



## New Downtown Clock

### Project Implementation: Start to Finish

<u>Steps, in order of priority</u>	<u>Status</u>	<u>Completion Due date</u>
1. Confirm Location/Get VDOT approval	Approved December 19, 2025	December 19, 2025
2. Approve MOU with County for use of electrical at Courthouse on site meeting with County: 1.08.2026		January 20, 2026
3. Donor Approve Updated clock design	Meet with Donor to confirm updated design and costs	January, 2026
4. Council Approval of Design		January, 2026
5. Select Contractor		January, 2026
6. Begin construction		January, 2026
7. Conclude construction/issue final payment		February, 2026

**The Town of Louisa, Virginia**  
Incorporated 1873

P.O. Box 531  
212 Fredericksburg Avenue  
Louisa, Virginia 23093



Phone: (540) 967-1400  
Fax: (540) 967-9580  
[www.louisatown.org](http://www.louisatown.org)

To: Mayor Michael and Town Council Members  
From: Anthony Larry, Superintendent of Public Works  
Date: January 5, 2026  
Re: Monthly Report

---

Public Works-

- The following routine operations were performed: Miss Utility tickets, Work Orders, installation and repair of meters, and record management. The meter reads and re-reads.
- Utility operations (waterline repairs, sewer maintenance, monthly water meter reads, hydrant checks).
- Installation of Christmas Wreaths and Street Light decorations.
- Distribution of Cut of Notices

Facilities-

- Ongoing Maintenance of HVAC System at Town Hall.
- Installation of Monitor for Town of Louisa Council Meetings

Personnel-

- Regularly Scheduled Weekly Safety Meetings
- Registration of Public Works Crew Leader for OSHA 10 Hour Course

Administrative-

- Budget monitoring and purchasing approvals.

- Review of facilities standards manual and policy updates to meet current specifications.
- Citizen inquiries and service requests addressed.
- Staffing updates, training, and safety compliance.
- Oversight, Inspection, and Administration of Water Line Installation Project on West Street.

TOWN OF LOUISIA  
 BUDGET TO ACTUALS  
 JULY-DEC 2025

GENERAL FUND REVENUE	TOTAL BUDGET	REVENUE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
Real Estate Current Year Tax	363,258	101,008	(262,250)	28%	
Delinquent Real Estate Tax	3,500	1,957	(1,543)	56%	
Personal Property Current Year Tax	78,000	49,990	(28,010)	64%	
Delinquent Personal Property Tax	5,600	2,795	(2,805)	50%	
VA Personal Property Relief Allowance	21,379	21,379	0	100%	
Public Service Tax Current Year	7,000	-	(7,000)	0%	
Penalties - All Property Tax	2,900	932	(1,968)	32%	
Interest - All Property Tax	2,000	3,445	1,445	172%	
Local Sales Use and Tax	135,000	133,516	(1,484)	99%	
Consumption Tax	4,000	4,727	727	118%	
Business License Tax	230,000	85,963	(144,037)	37%	
Bank Stock Tax	194,000	-	(194,000)	0%	
Transient Lodging Tax	16,200	10,454	(5,746)	65%	
Meals Tax	810,000	521,590	(288,410)	64%	
Zoning Permits	1,875	1,149	(726)	61%	
Special Use Permits	3,000	750	(2,250)	25%	
Court Fines & Forfeitures	5,000	7,013	2,013	140%	
Parking Violation Fees	100	-	(100)	0%	
PD Fines/Charges	2,800	41	(2,759)	1%	
Interest Earned	22,000	44,169	22,169	201%	
Pettit Storage Rental	4,800	2,400	(2,400)	50%	
Parking Lot Building Rental	6,600	3,000	(3,600)	45%	
Arts Center Lease Rent	12,000	-	(12,000)	0%	
Solid Waste Fees	7,500	3,386	(4,115)	45%	
Miscellaneous	500	3,912	3,412	782%	
Sale of Equipment	9,000	775	(8,225)	9%	
NSF Fees	100	25	(75)	25%	
MLR Rebate	4,500	1,350	(3,150)	30%	
Lot Sales at Hillcrest Cemetery	7,000	3,500	(3,500)	50%	
Rolling Stock Tax	1,600	-	(1,600)	0%	
Communication Tax	3,000	2,634	(366)	88%	
Arts Center Grant	4,500	-	(4,500)	0%	
TEA Grant Downtown	-	-	-	0%	
Additional Grant for TA Project	-	-	-	0%	

TOWN OF LOUISIA  
 BUDGET TO ACTUALS  
 JULY-DEC 2025

GENERAL FUND REVENUE	TOTAL BUDGET	REVENUE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
Law Enforcement - 599 Funds	46,849	35,139	(11,710)	75%	
DCIS Grants	30,000	19,999	(10,001)	67%	
Anti-Litter Grant	1,900	-	(1,900)	0%	
Fire Program Grant	15,000	-	(15,000)	0%	
ARRA Grant	-	-	-	0%	
VARA LSL Principal Forgive Loan	-	-	-	0%	
Transfer from Reserves - TA Sidewalk	281,685	-	(281,685)	0%	
Trans DR-ARRA to Water Infra Imp	515,273	-	(515,273)	0%	
Trans DR-ARRA to Sewer Infra Imp	650,000	-	(650,000)	0%	
	<b>3,509,419</b>	<b>1,066,998</b>	<b>(2,442,421)</b>	<b>30.4%</b>	

GENERAL FUND EXPENDITURES - BY DEPARTMENT	TOTAL BUDGET	EXPENSE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
General Fund Administrative Expenses	2,157,134	468,481	1,688,653	22%	
Police Department Expenses	749,404	317,857	431,547	42%	
Fire and Rescue Department Expenses	27,000	6,000	21,000	22%	
Oakland Cemetery Expenses	31,857	16,147	15,710	51%	
Street and Sidewalk Expenses	544,024	173,579	370,445	32%	
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>3,509,419</b>	<b>982,065</b>	<b>2,527,354</b>	<b>28.0%</b>	

TOTAL - GENERAL FUND	TOTAL BUDGET	YEAR TO DATE	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
REVENUES	3,509,419	1,066,998	(2,442,421)	30.4%	
EXPENSES	3,509,419	982,065	(2,527,354)	28.0%	
<b>GENERAL FUND NET INCOME</b>		<b>84,933</b>	<b>-</b>	<b>2.4%</b>	<b>DIFFERENCE OF REVENUES LESS EXPENDITURES</b>

TOWN OF LOUISIA  
 BUDGET TO ACTUALS  
 JULY-DEC 2025

WATER FUND REVENUE	TOTAL BUDGET	REVENUE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
Interest Earned	31,600	10,433	(21,167)	33%	
Water Revenue	695,250	424,490	(270,760)	61%	
Water Connections	32,058	5,736	(26,322)	18%	
Penalty Fees	6,000	250	(5,750)	4%	
Loan Proceeds	1,351,022		(1,351,022)	0%	
ARPA Funding General Fund Transfer	515,273		(515,273)	0%	
<b>TOTAL WATER FUND REVENUE</b>	<b>2,631,203</b>	<b>440,909</b>	<b>(2,190,294)</b>	<b>16.8%</b>	

WATER FUND EXPENDITURES	TOTAL BUDGET	EXPENSE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
WATER SALARIES AND BENEFITS	159,750	43,043	116,707	27%	
WATER OPERATING EXPENSES	523,000	321,544	201,456	61%	
CAPITAL IMPROVEMENTS	1,931,295	527,316	1,403,979	27%	
TRANSFERS	10,140	-	10,140	0%	
<b>TOTAL WATER FUND EXPENDITURES</b>	<b>2,624,185</b>	<b>891,903</b>	<b>1,732,282</b>	<b>34.0%</b>	

WATER FUND	TOTAL BUDGET	YEAR TO DATE	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
REVENUES	2,631,203	440,909	(2,190,294) ↓	16.8%	
EXPENSES	2,624,185	891,903	(1,732,282) ↓	34.0%	
<b>WATER FUND</b>		<b>(450,993)</b>	<b>-</b>	<b>-17.2%</b>	<b>DIFFERENCE OF REVENUES LESS EXPENDITURES</b>

TOWN OF LOUISIA  
BUDGET TO ACTUALS  
JULY-DEC 2025

SEWER FUND REVENUE	TOTAL BUDGET	REVENUE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
Interest Earned	15,000	8,136	(6,864)	54%	
Sewer Revenue	747,600	474,377	(273,223)	63%	
Sewer Connection	46,320	9,264	(37,056)	20%	
Transfer from General Funds	55,000	-	(55,000)	0%	
Water to Sewer for Transfer for Operations	10,140	-	(10,140)	0%	
ARPA Funding General Fund Transfer	650,000	-	(650,000)	0%	
<b>SEWER FUND REVENUE</b>	<b>1,524,060</b>	<b>491,777</b>	<b>(1,032,283)</b>	<b>32%</b>	

SEWER FUND EXPENDITURES	TOTAL BUDGET	EXPENSE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
SEWER SALARIES AND BENEFITS	161,910	47,212	114,698	29%	
SEWER OPERATING EXPENSES	514,710	386,931	127,779	75%	
CAPITAL IMPROVEMENTS	678,000	26,988	651,012	4%	
DEBT SERVICE	169,440	84,720	84,720	50%	
<b>SEWER FUND EXPENDITURES</b>	<b>1,524,060</b>	<b>545,851</b>	<b>978,209</b>	<b>36%</b>	

SEWER FUND	TOTAL BUDGET	YEAR TO DATE	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
REVENUES	1,524,060	491,777	1,032,283	32.3%	
EXPENSES	1,524,060	545,851	978,209	35.8%	
<b>SEWER FUND</b>		<b>(54,074)</b>	<b>-</b>	<b>-3.5%</b>	<b>DIFFERENCE OF REVENUES LESS EXPENDITURES</b>

TOWN OF LOUISA  
 BUDGET TO ACTUALS  
 JULY-DEC 2025

HILLCREST REVENUE	TOTAL BUDGET	REVENUE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
Burial Permits	3,750	3,600	(150)	96%	
Stone Permits	2,250	1,400	(850)	62%	
Columbarium Services	5,600	-	(5,600)	0%	
Interest Earned	18,000	11,674	(6,326)	65%	
Sales of Lots	17,500	8,000	(9,500)	46%	
Transfer from Reserves	39,000	-	(39,000)	0%	
Transfer from General Fund	27,214	-	(27,214)	0%	
<b>HILLCREST REVENUE</b>	<b>113,314</b>	<b>24,674</b>	<b>(88,640)</b>	<b>22%</b>	

HILLCREST EXPENDITURES	TOTAL BUDGET	EXPENSE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
HILLCREST SALARIES AND BENEFITS	106,214	54,689	51,525	51%	
HILLCREST OPERATIONS	2,600	1,609	991	62%	
HILLCREST CAPITAL IMPROVEMENTS	4,500	-	4,500	0%	
<b>HILLCREST EXPENDITURES</b>	<b>113,314</b>	<b>56,299</b>	<b>57,015</b>	<b>50%</b>	

HILLCREST	TOTAL BUDGET	YEAR TO DATE	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
REVENUES	113,314	24,674	88,640	21.8% <span style="color:red">↓</span>	
EXPENSES	113,314	56,299	57,015	49.7% <span style="color:green">↑</span>	
<b>TOTAL HILLCREST</b>		<b>(31,625)</b>	<b>-</b>	<b>-27.9% DIFFERENCE OF REVENUES LESS EXPENDITURES</b>	

This is subject to change

# Deposit Account Balances

As of December 31, 2025

Institution Name	Treasurer's Fund Account Number	Balance	Maturity Date (if applicable)	Date of Next Interest (if applicable)	Interest Rate (if applicable)
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**Operating Account (All Funds - General 100, Police Asset Forfeiture 102, Water 501, Sewer 502 and Hillcrest 702)**

Blue Ridge Bank	999 103 0008	\$ 1,499,701.92	N/A	N/A	N/A
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**General Fund (100)**

LGIP	999 105 0001	\$ 390,404.86	N/A	Monthly	3.982%
LGIP (Oakland Cemetery)	999 105 0002	\$ 55,110.71	N/A	Monthly	3.982%
Blue Ridge Bank - Savings Account	999 103 0017	\$ 299,106.19	N/A	Quarterly	0.100%
Blue Ridge Bank - Money Market Account	999 103 0009	\$ 727,333.69	N/A	Monthly	0.247%
Blue Ridge Bank - PF ARPA Funds MM	999 103 0020	\$ 1,831,815.84	N/A	Monthly	3.982%
<b>General Fund - Total</b>		<b>\$ 3,303,771.29</b>			

**Water Fund (501)**

LGIP	999 105 0003	\$ 831,530.50	N/A	Monthly	3.982%
Blue Ridge Bank - Savings Account	999 103 0018	\$ 418,699.89	N/A	Monthly	0.212%
<b>Water Fund - Total</b>		<b>\$ 1,250,230.39</b>			

**Sewer Fund (502)**

LGIP	999 105 0005	\$ 382,157.49	N/A	Monthly	3.982%
United Bank - Checking Account	999 108 0006	\$ 1,426.26	N/A	N/A	N/A
<b>Sewer Fund - Total</b>		<b>\$ 383,583.75</b>			

**Hillcrest Cemetery Fund (702)**

LGIP	999 105 0004	\$ 548,355.81	N/A	Monthly	3.982%
<b>Hillcrest Fund - Total</b>		<b>\$ 548,355.81</b>			

Total Cash on Deposit (All Institutions)	\$ 6,985,643.16
Total Cash on Deposit at Blue Ridge Bank	\$ 4,776,657.53
Total Cash on Deposit at United Bank	\$ 1,426.26
Total Cash on Deposit at LGIP	\$ 2,207,559.37

**The Town of Louisa, Virginia**  
Incorporated 1873

P.O. Box 531  
212 Fredericksburg Avenue  
Louisa, Virginia 23093



Phone: (540) 967-1400  
Fax: (540) 967-9580  
www.louisatown.org

To: Mayor Michael and Town Council Members  
From: Stephanie Dorman, Clerk  
Date: January 13, 2026  
Re: Staff Report

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**Council:**

1. Council and Planning Commission emails.
2. Water/ Sewer and Finance Joint Agenda
3. Personnel Agenda
4. Planning Commission meeting

**Administration:**

1. Researching taxes and fees
2. Savvy App is now live.

**Town of Louisa Residents,  
Savvy Citizen® is now available!**



The Town of Louisa would like to introduce Savvy Citizen. Savvy Citizen is a free notification system for Apple and Android users that will enable the town to send information about important news and events directly to residents' mobile devices. Residents may access Savvy Citizen by downloading the smartphone app, visiting the website below or scanning the QR code with your phone's camera.



For more info:  
**SavvyCitizenApp.com**  
*Sign up and become a savvy citizen!*



**Water Disconnections Data:**

1. Total Delinquent Accounts: 81
  - a. Residential – 73
  - b. Business – 8
2. Total Outstanding Water Bill Amount: \$29,273.52
3. Total Outstanding Recovered: \$21,121.37

**Upcoming Meetings:**

1. January 24, 2026 @ 9:00 am– Special Meeting
2. February 17, 2026 @ 6:00 pm



## **Town Manager's Report January 20, 2026**

### **1. New Town Clock:**

With the approval of the MOA for the electric connection to the Courthouse, will finalize construction of the clock with donor; arranging a contractor to perform the work, scheduled for completion in the new two to three weeks, after meeting with the donor.

### **2. Economic Development:**

It is time to find the highest and best use for the vacant 55 acres of the Industrial Park, which could create more tax base for the Town while providing professional jobs. I am researching additional uses to the current zoning, which does not allow uses beyond basic manufacturing, and may require more modern technology uses.

### **3. After-Action Report: Christmas Tree Lighting and Christmas Parade:**

- Town staff received a number of positive comments on this community event, appearance of downtown and appreciation.
- While discussing the clock installation with the County Administrator, I received an unsolicited strong comment on the beauty of the downtown over the holidays, from Mr. Goodwin. Good job Public Works.
- The Administrator also mentioned willingness to work with us and the Chamber on the downtown. I suggested the need for a Comprehensive Downtown Master Plan, with a grant from VA Main Street.

### **4. FY26-27 Budget Calender: Reminder**

- January 24 Goal setting workshop, to set goals and expectations for the new budget. Suggest using my Strategic Needs Assessment as a baseline for discussion.
- Writing a Town Manager Budget Message to Staff after the workshop, with the stated goals.
- Creating a new Capital Improvement Program (CIP) form
- Adoption of the budget by the May meeting.

### **5. Water Main Project:**

Proceeding well, on track to complete this March. We have arranged Interim Financing with our local Bank—United Bank.