



Louisa Town Council – Regular Meeting
212 Fredericksburg Avenue
Louisa, Virginia 23093
Tuesday, February 17, 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: May 20, 2025, January 20, 2026, January 24, 2026

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: Addition of Downtown Events Line Item in the Budget (revenue/expenditures)

V: Old Business:

1. Discussion and Action: Adoption of Annual Bylaws
2. Discussion: FY26-27 Budget
3. Discussion and Action: VML Contract

VI: Comments/Discussion by Members of Town Council

VII: 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
9. Facilities
10. Community Events

VIII: Reports from Staff:

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

IX: 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.

X: Adjournment

THE TOWN OF LOUISA

Incorporated 1873

P.O Box 531
212 Fredericksburg Ave.
Louisa, VA 23093

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Monthly Meeting May 20, 2025

Present: Danny Carter, Mayor; Council Members: John J Purcell IV; Vicky Harte; Roger Henry; Daniel Crawford; Jeff Gore; Legal Counsel; Craig Buckley, Interim Town Manager; Twiglenda Harris, Deputy Clerk; Martin Nachtman, Chief of Police.

Absent: Council Member, Sylvia Rigsby

Also in Attendance:

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

Mayor Carter called the Louisa Town Council meeting to order at 6:02 PM

Business from the floor:

There was no business from the floor

Consent Agenda:

There was a discussion on accounts and appropriation of funds, and how staff changes have hampered the transcription of meeting minutes.

Council member Ms. Harte made a motion to approve the Consent Agenda; council member Mr. Purcell seconded the motion. The vote went as follows: 4-0 in favor.

New Business

- 1. Discussion/Action: Citizen request to connect two homes located outside town to our water system.**

Following the brief discussion, Council member Rigsby then made the motion to move forward with the project by adopting the resolution using United Bank for interim financing. Council member Carter seconded the motion. The vote went as follows 4-0 in favor.

- 2. Discussion/Action: Appropriation of additional funds for the sewer system assessment project.**

Council member Crawford asked who was responsible for misappropriation of the sewer line funds. He asked how this happened and how much this cost the town.

Council member Purcell stated there was never a map generated for the sewer system in place.

Council member Purcell made a motion to redirect appropriation funds from the sewer system fund. Also, to research why there were additional charges or did CHA require them. The vote went as follows: 4-0.

3. Discussion/Action: Appropriation of funds for the new police vehicles and cameras.

Chief Nachtman stated that the money for the two open vaccines at the police department will cover the new cameras and the new police vehicle this fiscal year. He stated no officers have applied and we are actively looking to fill vaccines.

Mr. Buckley stated we are past the point of hiring this fiscal year.

Council member Harte asked how much money the Town does have in our savings to take care of our bills and obligations.

Council member Purcell stated he did not have a specific number right now.

Council member Purcell made the motion to approve the police camera and vehicle. Council member Henry seconded the motion. The vote went as follows 3-0 in favor, 1 against.

4. Discussion/Action: discussion on upcoming Juneteenth parade application.

Chief Nachtman reported that based on the application he only anticipates 100 people at the event. He stated that it should only be 20 minutes long. It is a state holiday and should start around 4:00 P, and end around 5:00PM

Council member Mr. Henry asked will the police have staff available to work overtime. He stated we are awaiting approval from VDOT.

Chief Nachtman stated yes.

Council member Hate made the motion to approve the Juneteenth parade application. Council member Purcell seconded the motion. The vote went as follows: 4-0 in favor.

5. Discussion/Action: Appropriation of fund for purchase of a replacement sewer pump.

Council Member Henry asked how much it will cost.

Mr. Buckley stated the cost would be around \$55,000.00.

Council member Harte stated the purchase is for the one in the next billing cycle, she is against taking out anymore money from the Towns saving account.

Council member Henry asked if the purchase is voted on, will there be enough funds to cover salaries. He stated we need to look at the budget before approval.

The Town Council has decided to take no action on this matter currently.

6. Discussion/Action: Merits of a forensic Audit

The council had a lengthy discussion and questions about unauthorized people approving purchases and moving funds without council consent. There were concerns about the budget, about staff salaries and missing funds. There were concerns and questions about missing cemetery

money. There was a discussion on vacant staff salaries unaccounted for. There were also questions about the police department hiring a part-time officer on a full-time salary.

Council member Crawford had questions about misappropriation of money and funds without council approval. Council member Henry made a motion that Town Manager Craig Buckley write a request letter to the state of police requesting a forensic audit. Council member Crawford seconded the motion. The vote went as follows 3-0 in favor, with 1 against.

Standing Committee reports

Personal Committee:

Mr. Buckley reported that he received 18 applications for the Town Manager position, out of the 18 candidates, 4 were picked for an interview. The council will vote on the candidates on May 23rd. Qualifications for this position have been updated to fit state requirements.

Completed.

Finance Committee:

There is nothing else to report on the budget.

Staff Reports:

Police:

Chief Nachtman spoke on the following:

The police station has 3 times the number of citations this month.

The chief stated two officers went to speed training.

The chief stated the station “calls for service” have increased.

The chief also stated the police station had new license plate cameras installed.

Project manager:

No report

Legal Counsel:

No report

Clerk/Treasurer:

No report

Manager:

Craig Buckley reported looking into hiring new personnel for the Deputy and treasurer position, we reached out to several vendors and contractors to assist with payroll until the position is filled.

Closed Session:

The council went into a closed session to discuss the performance of an employee.

Council member Henry made the motion to approve the closed session. Council member Crawford seconded the motion. The vote went as follows: 4-0 in favor.

Adjournment:

Council member Harte made the motion to adjourn the meeting and council member Henry seconded the motion. This meeting was adjourned at 8:46 P.M.

Mayor

Clerk

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Town of Louisa
Town Council Monthly Meeting
January 20, 2026

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

Also in Attendance: Stuart Turille, Town Manager;
Franchesca Mall-Padilla, Treasurer;
Stephanie Dorman, Clerk;
Martin Nachtman, Chief of Police.

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

Mayor Michael called the Louisa Town Council Meeting to order at 6:01 PM and led the Invocation as well as the Pledge of Allegiance.

ADOPTION OF AGENDA:

- Agenda Amendments:
- Add §2.2-3711(A)(3) to closed session.
 - Move item Council Comments to after Old Business.

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

1 **CONSENT AGENDA ITEMS:**

2 Motion to conditionally approve with the understanding that the Treasurer will review a bill
3 from the Water Authority.

4 Motion made by Harte, Seconded by Crawford.

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

6 **BUSINESS FROM THE FLOOR:**

7 No public comments.

8 **NEW BUSINESS:**

9 **1. Discussion and Action: Adoption of Annual Bylaws**

10

11 Vice Mayor Harte presented and discussed her proposed edits to the document.

12 Following brief discussion, Council agreed that additional time was needed for review.

13

14 Motion to table this matter until the February meeting to allow all Council members the
15 opportunity to submit their individual edits and feedback for consideration.

16

17 Motion made by Rigsby, Seconded by Purcell.

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

19

20 **2. Discussion and Action: Appointment of Vice Mayor 2026**

21 Council discussed the need to appoint a Vice Mayor in order to align with the Town's
22 bylaws.

23 Vice Mayor Harte nominated herself for the position.

24 Council Member Purcell nominated Council Member Rigsby, who respectfully declined
25 the nomination.

26 Council Member Rigsby then nominated Council Member Henry.

27 The Mayor closed the floor for nominations.

28 Council unanimously voted to appoint Council Member Henry as Vice Mayor.

29 Motion to appoint Council Member Henry as Vice Mayor.

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3. Discussion and Action: Appointment of Committees

Committee	Chair	Member
Police Matters	Vicky Harte	Sylvia Rigsby
Streets and Sidewalks	Sylvia Rigsby	Roger Henry
Cemeteries	Danny Crawford	Vicky Harte
Personnel	John Purcell	Sylvia Rigsby
Water and Sewer	John Purcell	Roger Henry
Legal Matters	Danny Crawford	Vicky Harte
Finance	Sylvia Rigsby	Danny Crawford
Refuse and Recycling	Vicky Harte	Danny Crawford
Facilities	Roger Henry	John Purcell
Community Events	Roger Henry	John Purcell

4. Discussion and Action: Schedule Resolution

Motion to approve submitted Schedule Resolution.

Motion made by Purcell, Seconded by Crawford

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

5. Discussion and Action: Police Department Recruitment

The Town Manager and Chief of Police presented information regarding the need to expand employee pay bands in order to remain competitive and support recruitment and retention efforts. Following discussion, Council expressed consensus to focus initial efforts on reviewing and addressing the Police Department’s hiring pay band.

Motion to pull the police salaries out, separate police department, and give them the salary band increase to recruit.

Motion made by Crawford, Seconded by Henry.

Voting For: Crawford, Harte, Henry, Rigsby.

Voting Against: Purcell.

1 **6. Discussion: Water-Sewer Capital Projects Prioritization**

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3 The Town Manager submitted the Superintendent of Public Works’ prioritized list of water
4 and sewer capital improvement projects to Council for review. No vote or formal action was
5 required at this time.

6 **7. Discussion: FY26-27 Budget Schedule**

7
8 The Town Manager submitted proposed budget schedule to Council for review. No
9 vote or formal action was required at this time.

10
11 **8. Discussion and Action: Dominion Right of Way Request for Undergrounding of**
12 **Electrical Lines.**

13 The Town Manager submitted proposed Right of Way Request for Dominion.

14
15 Motion to approve Right of Way and allow the Town Manager to proceed.

16
17 Motion made by Purcell, Seconded by Crawford

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

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21 **Old Business:**

22 **1. Discussion and Action: Town Clock**

23
24 The Town Manager submitted proposed Memorandum of Understanding between the
25 County and the Town for the Town Clock.

26
27 Motion to Memorandum of Understanding.

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29 Motion made by Henry, Seconded by Crawford

30 Voting For: Crawford, Harte, Henry, Rigsby.

31 Voting Absentia: Purcell.

32
33 **Comments by Members of Town Council**

34 Council Member Harte would like Council to consider a time limit on SUPs and bathroom
35 facilities at the park.

36

1 Vice Mayor Henry would like Council to consider discussing unsafe maintenance
2 conditions of town buildings.

3

4 **STANDING COMMITTEE REPORTS:**

5 **Personnel Committee**

6 Nothing to report.

7 **Legal Matters Committee**

8 Nothing to report.

9 **Trash, Recycling & Litter Committee**

10 Updike contract is about to expire.

11 **Finance Committee**

12 Met to discuss the police department's pay band adjustment.

13 **Cemeteries Committee**

14 Committee would like to meet to discuss the roads and to discuss potential revenue.

15 **Streets & Sidewalks Committee**

16 Nothing to report.

17 **Water & Sewer Committee**

18 Nothing to report.

19 **Police Committee**

20 Met to discuss the police department's pay band adjustment.

21 **STAFF REPORTS:**

22 **Police:**

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

24 In addition to his written report, the Chief added that there was a good turnout for the 5k
25 event.

26 **Public Works:**

27 Anthony Larry, Director of Public Works, submitted his report.

1 **Counsel:**

2 Land use appeal is set for June 1, 2026.

3 **Treasurer:**

4 Franchesca Mall-Padilla, Treasurer, submitted her report.

5 **Clerk:**

6 Stephanie Dorman, Clerk, provided the Clerk report.

7 In addition to her written report, she reported on water disconnections.

8 **Town Manager:**

9 Stuart Turille, Town Manager, read his submitted report.

10 **CLOSED SESSION:**

11 In accordance with Virginia Code §2.2-3711(A)(1) and §2.2-3711(A)(3) of the Code of Virginia,
12 Town Council convene in closed session to discuss personnel matters regarding consideration of
13 candidates for appointment to the Economic Development Authority and discuss real property.
14

15 **Certification:**

16 Voting to certify closed session: Crawford, Harte, Henry, Purcell, Rigsby.

17 **ADJOURNMENT**

18 Motion to adjourn.

19 All in favor.

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23 Mayor

Clerk

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Town of Louisa
Town Council Monthly Meeting
January 24, 2026

Present:

Ashley Michael, Mayor;
Roger Henry, Vice-Mayor;
Vicky Harte
John J. Purcell IV Council members;

Also in Attendance:

Stuart Turille, Town Manager;
Stephanie Dorman, Clerk;

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

Mayor Michael called the Louisa Town Council Meeting to order at 9:09 AM.

Vice Mayor Henry led the Invocation as well as the Pledge of Allegiance.

ADOPTION OF AGENDA:

Motion to adopt agenda.

Motion made by Purcell, Seconded by Henry.

Voting For: Harte, Henry, Purcell.

WELCOME AND PURPOSE:

The Town Manager and Mayor provided an overview of the purpose and importance of the work session, noting the meeting was intended to discuss priorities and direction across key focus areas for the Town.

ECONOMIC DEVELOPMENT:

1 **Short-Term Discussion Items**

- 2 • Direction to the Economic Development Authority (EDA), particularly regarding
3 communication.
- 4 • Establishing a clear definition of “Main Street.”
- 5 • Supporting small businesses, including the Downtown Master Plan.
- 6 • Expanding downtown events and festivals.
- 7 • Supporting a Farmers Market.
- 8 • Beginning to address traffic concerns, recognizing this will be an ongoing, multi-
9 year effort.
- 10 • Encouraging expansion of grocery and clothing retail options.
- 11 • Revising plans related to the Industrial Park.

12 **Mid-Term Discussion Items**

- 13 • Creating a diverse mix of retail.
- 14 • Continued work toward traffic alleviation.

15 **Long-Term Discussion Items**

- 16 • Exploring opportunities related to the railroad, including the potential for a hotel
17 and possible hotel overlay zoning.

18

19 **COMMUNITY DEVELOPMENT:**

20 Council discussed the importance of operating within the Town’s means while creating
21 spaces and opportunities that connect all age groups in meaningful ways and strengthen
22 community culture.

23 **Short-Term Discussion Items**

- 24 • Expansion of community events.
- 25 • Park development.
- 26 • Interest in a microbrewery.
- 27 • Improving community connectivity (short- through long-term).

- 1 • Ensuring adequate water and sewer infrastructure.

- 2 • Collaboration with community partners.

3 **Mid-Term Discussion Items**

- 4 • Supporting ongoing maintenance needs, including equipment and safe sidewalks.

- 5 • Reviewing organizational structure, including the Police Department.

6 **INFRASTRUCTURE:**

7 **Short-Term Discussion Items**

- 8 • Main Street study (VDOT-related).

- 9 • Continued road maintenance.

- 10 • Zoning review related to the Industrial Park.

- 11 • Upgrading internet service at Town Hall (IT/CIP).

- 12 • Updating the FEMA flood plan.

- 13 • Creation and enforcement of codes addressing derelict buildings.

- 14 • Continued preventative water and sewer infrastructure work.

15 **Long-Term Discussion Items**

- 16 • Exploring placement of power lines underground.

- 17 • Exploring availability of natural gas.

- 18 • Considering public transportation options, including JAUNT services and possible
19 trolley concepts.

20 **FACILITIES:**

21 **Short-Term Discussion Items**

- 22 • Conducting a space needs analysis and cost-benefit analysis.

- 23 • Evaluating facility needs for the Police Department and Public Works.

- 24 • Updating park facilities.

25 **BUDGET & FINANCE:**

1 **Short-Term Discussion Items**

- 2 • Creation of a Capital Improvement Plan (CIP), including:
- 3 ○ Grinder pump
- 4 ○ Pump station
- 5 ○ Electrical paneling
- 6 ○ Town Hall doors
- 7 ○ Town Hall upgrades
- 8 • Upgrading IT and software.
- 9 • Reviewing contract renewals.
- 10 • Evaluating the Town Manager’s line item.
- 11 • Conducting a pay and benefits study.
- 12 • Exploring alternative revenue sources.
- 13 • Supporting staff training.

14 **LEGISLATIVE GOALS:**

15 Council discussed concerns regarding police liability and potential workforce impacts.

16 **OPERATIONAL EXCELLENCE:**

17 **Short-Term Discussion Items**

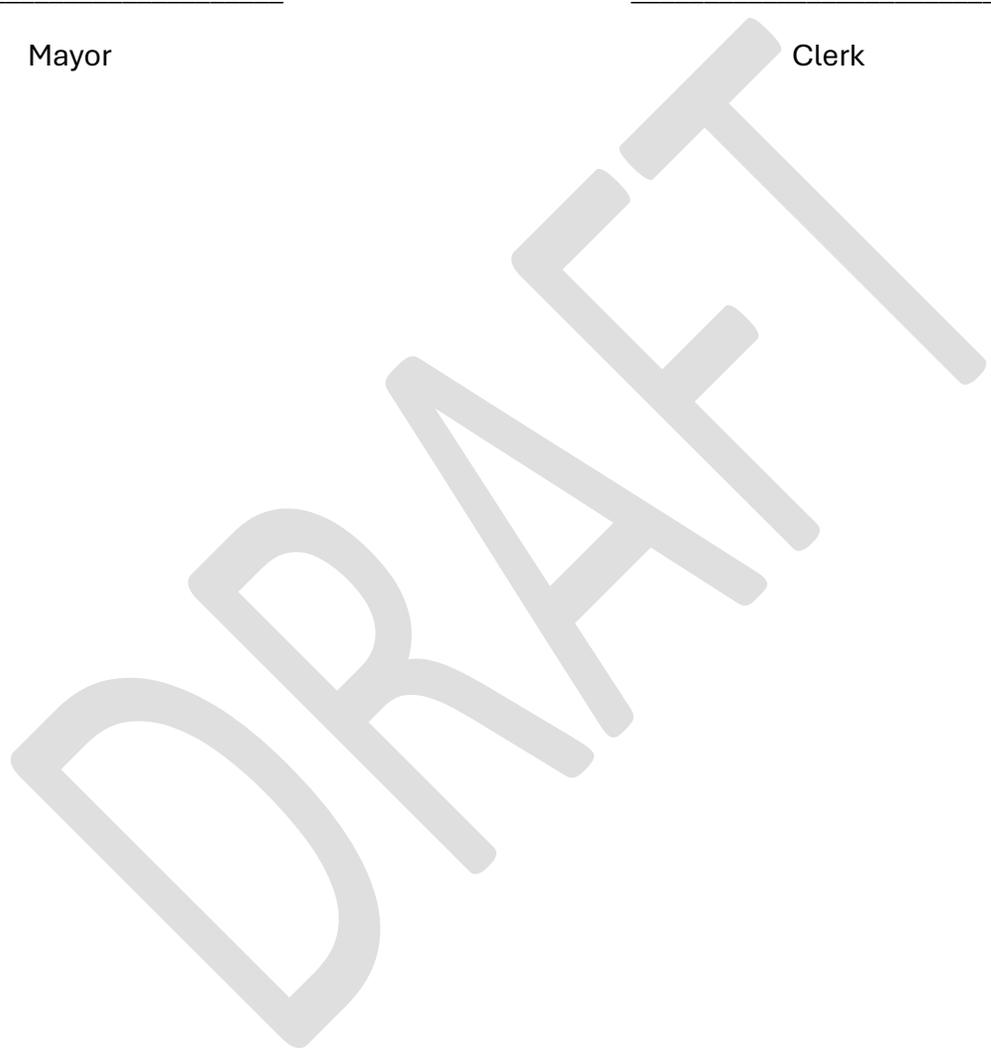
- 18 • Considering a full-time Deputy Town Manager position.
- 19 • Considering a part-time Project Manager (generalist for data and project needs).
- 20 • Addressing overall staffing capacity.
- 21 • Conducting a pay study.
- 22 • Studying a family medical plan option.
- 23 • Providing training opportunities.
- 24 • Developing or updating financial policies.
- 25 • Reviewing total business expenditures.

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Adjournment

The work session concluded at 12:59 p.m. No formal action was taken.

Mayor Clerk



Memorandum of Understanding

Between Louisa County and the Town of Louisa EDA

This **Memorandum of Understanding (MOU)** is entered into on this [] of February 2025, by and between **Louisa County**, hereinafter referred to as the "County," and the **Town of Louisa EDA**, hereinafter referred to as the "Organization," to outline the terms and conditions for the use of allocated tourism funding.

Purpose

This MOU establishes the expectations and responsibilities of the County and the Organization to ensure that the allocated funds are used to achieve tourism and economic development goals, while adhering to County policies and branding requirements.

Responsibilities of the Organization

1. Use of Funds

- Funds must be utilized strictly for the purposes of the proposed July 4th event, not-to-exceed \$30,360 in alignment with the resolution from the Board of Supervisors' February 2, 2026, meeting detailing not-to-exceed funding amounts per category.
- No reallocation of funds shall be made without prior written consent from the County.

2. Funding Request and Disbursement Requirements

- Distribution of funds are related to actual expenses incurred.
- To receive payment, the organization must submit an invoice(s) to the County of Louisa requesting the approved grant funding.
- The organization may submit an invoice for up to 50% of the not-to-exceed amount prior to incurring expenses after the MOU is executed. If requesting in advance of incurring expenses, quotes for goods or services must accompany the invoice and once expenses are incurred, a follow up submission of final vendor invoices and paid receipts will be necessary. If advance payments are made, the organization must return any unused or undocumented funding no later than 60 days after the event is held.
- When the organization is requesting funding on a reimbursement basis, all paid vendor invoices and receipts of payment must accompany the invoice.

3. Quantitative Data and Reporting

- The Organization agrees to provide the County with quantitative data and a detailed report on program outcomes. This includes but is not limited to:
 - Number of attendees or participants. The County shall provide the Organization with an opportunity to use the County-owned people

Memorandum of Understanding

Between Louisa County and the Town of Louisa EDA

counter system, which will provide analytics on the number of visitors entering and exiting in specific timeframes at the event site, as well as provide context with weather information. The Organization may also submit attendee counts.

- Marketing reach and impact metrics. Data collected through exit surveys shall be shared with the County to include visitor origin information. Reporting on any digital marketing shall include impression, reach, click, and/or indirect website visit information. Broadcast or print advertising reporting should include coverage information. Reporting is intended to provide the County with information to inform future advertising decisions.
- Economic impact analysis, where applicable. Should an exit survey be conducted, a question shall be added to ask out-of-town visitors about lodging and length of stay. This information shall be included in the report.
- Reports are due within 60 days of the event or completion of the funded project. At this time, there is no required format for the report, but the information should be provided in as complete a manner as possible.

4. Marketing and Branding

- All marketing materials, advertisements, and promotional content related to funded initiatives must include the **Visit Louisa** branding.
- The Organization agrees to submit all marketing materials to the County for approval before publication to ensure consistency with County branding guidelines.
- Visit Louisa Event Listings. The Organization shall follow the process to submit events through the Visit Louisa ingestion process for a minimum of one year.
- Tourism Ambassador Program. The Organization shall complete the Tourism Ambassador Program.
- Visit Louisa Blog. The Organization shall provide a minimum of one blog post with images for the Visit Louisa site within 30 days of receiving 50% of funding.
- Event Date Coordination. The Organization shall provide a forward-looking event calendar, within 30 days of receiving 50% of funding, for the

Memorandum of Understanding

Between Louisa County and the Town of Louisa EDA

next 12-months and work with County staff as appropriate to adjust large event dates for increased attendance.

- Collaborative Offering. The Organization shall work with a minimum of one other Louisa County business to create a “package” offering that can be offered through Visit Louisa.
- Visit Louisa Poster at Location. The Organization shall display a poster at the Organization’s location promoting Visit Louisa with a QR code.
- Presence at Visitors Center. The Organization shall provide event flyers to the Sargeant Museum.
- Vendor Information. The Organization shall provide vendor information to the County, messaging vendors and updating vendor sign-ups as appropriate regarding shared information.
- Visit Louisa Logo. All marketing materials, advertisements, newsletters and promotional content related to funded initiatives must include the Visit Louisa branding.

5. Event Logistics

- The Organization shall provide a booth space for Louisa County at the event, to be used as the County sees fit for promotional, informational, or other County-approved activities.

Responsibilities of the County

1. Funding Disbursement

- The County will disburse approved funds to the Organization in accordance with the County’s policies and procedures.
- Disbursement will be contingent upon the Organization's compliance with the terms of this MOU.

2. Support and Oversight

- The County will provide branding guidelines and offer support in the approval process for marketing materials. The County shall also provide marketing support if requested to include but not limited to coordination on targeted audiences.
- The County reserves the right to request additional data or clarifications regarding the use of funds.

Duration and Termination

Memorandum of Understanding

Between Louisa County and the Town of Louisa EDA

- This MOU is effective from the date of signature and will remain in effect until completion of the project or date of the event.
- Either party may terminate this MOU with 30 days' written notice. Upon termination, the Organization must return any unused funds to the County.

Signatures

For Louisa County:

Name: _____

Title: _____

Date: _____

For Recipient Organization:

Name: _____

Title: _____

Date: _____

DRAFT
2/10/26

LOUISA TOWN COUNCIL BY-LAWS

Adopted February ____, 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.
- E. To clarify that Council the role of Committees as advisory in nature to the council, with no supervisory function.

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 the Town Manager's Annual Goal Setting Work Session 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 (3rd) Tuesday of the month unless otherwise set by the Council. Such meetings shall begin at 6:00 p.m. If Council subsequently prescribes any public place other than the initial public meeting place, or any day or time other than that initially established, as a meeting day, place or time, the Council shall pass a resolution as to such future meeting day, place or time, and shall cause a copy of such resolution to be posted at Town Hall and inserted in a newspaper having general circulation in the town at least seven days prior to the first such meeting at such other day, place or time. Should the day established by the governing body as the regular meeting day fall on any legal holiday, the meeting shall be held on the next following regular business day, without action of any kind by the governing body. The Town Manager's Annual Goal Setting Work Session shall be scheduled at a time and date that allows the majority of elected members and required staff to attend. For those unable to attend, they shall be provided with the information requested by the Town Manager in sufficient time to allow submittal of requested items for inclusion on the Planning Worksheet prior to the scheduled Work Session. This process ensures all elected officials have a voice in annual planning. No voting can occur during a work session.

- B. If needed, Council may schedule council work sessions, which are subject to FOIA open meeting requirements, at a time and place as 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. Sufficient time and additional information shall be provided to elected officials unable to attend the work session to allow submittal of their input for consideration during the work session. The Council shall not take any action to approve or deny any item before it during a work session.

- C. If needed, Council may hold emergency or special meetings, which may be called by the Mayor or by two members of the Town Council. The call or request shall be made to the clerk, and shall specify the matters to be considered at the meeting. Upon receipt of such call or request, the clerk, after consultation with the mayor, shall immediately notify each member of Council and the town attorney in writing delivered in person or to his place of residence or business or, if so requested or by electronic mail to attend such meeting at the time and place stated in the notice. Such notice shall specify the matters to be considered at the meeting. No matter not specified in the notice shall be considered at such meeting, unless all Council

members are present. The notice may be waived if all Council members of the governing body attend the special meeting or sign a waiver. Notice, reasonable under the circumstance, of special, emergency, or continued meetings shall be given contemporaneously with the notice provided to the members of the public body conducting the meeting.

- D. Sufficient notice shall be given to elected officials and required staff to ensure attendance of a quorum can be satisfied. For those unable to attend, the Town Manager should attempt to obtain their input regarding the purpose of the Special Call meeting for consideration prior to the meeting.

SEC. 2-2. POSTPONED MEETINGS IN CERTAIN CIRCUMSTANCES

A regular meeting shall be continued to the immediately following business day at the same place and time as the regular meeting being continued 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 and staff to attend the published scheduled 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 postponed meeting, and no further advertisement is required. In the event the immediately following business day is still unsuitable for a continued meeting as set out in this paragraph, then the continued meeting shall be held a the day the Mayor, or Vice Mayor if the Mayor is unable to act, determines that the conditions that caused the original schedule meeting too hazardous to attend are no longer present.

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 the next scheduled meeting date or the continued meeting if Sec. 2.2 applies, or at such other time as determined by Council. Any public hearing advertised for a regular meeting but not conducted may be rescheduled to the next scheduled or continued meeting, without further advertising when the date and time of the reconvened meeting is publicly announced at the preceding meeting and is otherwise in compliance with state law.

SEC. 2-4. RESERVED

SEC. 2-5. RESERVED

SEC. 2-6. ANNUAL ORGANIZATIONAL MEETING

A. The Council shall meet on the third (3rd) 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 two years or until Council wishes to select another Vice Mayor. However, the Vice Mayor serves at the will of council and can be replaced by council motion and corresponding vote at any time.

C. The Council shall:

1. Establish dates, times and places for its regular meetings and Annual Work Session while ensuring legal holidays are addressed;
2. Adopt its By-Laws and Rules of Procedure (a copy shall be provided to each elected member no later than the preceding December regular council meeting);
3. Adopt a Financial Policy if sufficient information to adopt a policy is provided, and
4. 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 when such election is conducted:

1. A member of council must move that Council elect a new Vice-Mayor.
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 on the nominee. In the event of multiple nominees, Council members may cast a vote only for one such nominee. The nominee receiving a majority of Council votes is elected Vice Mayor.

SEC. 2-8. RESERVED.

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. A motion to include a non-member (public) must be approved by the majority of council members.
- 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. 3-4 RESERVED.

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 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
 - ii. Pledge of Allegiance
 - iii. Adoption of the Agenda
 - iv. Consent Agenda
 - v. Public Comment
 - vi. Presentations
 - vii. Council Discussion/Comments
 - viii. New Business
 - ix. Old Business
 - x. Appointments
 - xi. Standing Committees Report
 - xii. Staff Reports
 - xiii. Closed Meeting
 - xiv. Adjournment
- 2. The above order of business may be modified by the Town Manager when preparing the meeting agenda, after the Mayor has been notified, to facilitate the business of the Council. Further, Council may amend the organization of the agenda items at the meeting.
- 3. Citizens' Comments shall be subject to 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. The Mayor and Council members shall refrain from discussing issues raised or questions raised by the public, within the same meeting, except by motion and 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. If the speaker represents a public group 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. Residents of the same neighborhood or subdivision are not considered a group for the purposes of public comments at zoning hearings. 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 cannot 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. 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.

14. 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, if the Manager or Council deems it necessary.

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 first. 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. RESERVED.

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 for the same issue. To ensure understanding prior to a vote, the motion to be considered must be repeated upon request by the Mayor or any Council member to ensure members understand what is before them.
- 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 shall have the the same right to vote as other councilmembers on a matter if Council is equally divided.
- 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 taken, 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. A point of order is a formal demand made by a member to address a violation of rules. 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.
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. . Residents of the same neighborhood or subdivision are not considered a group. 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. The Parliamentarian or Clerk shall be responsible for noting the expiration of time limits, and the Mayor shall be responsible for enforcing it.
7. 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 discuss the merits of the issue prior to voting.

ARTICLE 6 -AGENDA PREPARATION

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 and Council members shall at all times refrain from personal attacks of staff, members of the public or other Council members.
2. Council members 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.

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. 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- Commission 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. RESERVED.

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. The Mayor and Committees have no spending authority and cannot move money from other accounts without Council discussion and approval. In a declared State of Emergency, the acting Director of Emergency Management (Town Manager) has the authority to obtain emergency supplies without Council permission.
- 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 (Refuse Collection, Recycling and Litter Control/Streets and Sidewalks)** - responsible for the review and recommendation of matters related to public infrastructure, public utilities, trash/refuse, public buildings, fleet issues, and the maintenance and development of Town facilities;

- b. **Public Safety Committee (Police Matters)** - 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, 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;
- g. **Intergovernmental Relations Committee (Legal Matters)** - 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 elected official(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 elected officer 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. Individual council members may speak on behalf of the town on matters as specifically authorized by 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 1st 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 ____ day of _____ 2026.

Ashley Michael, Mayor

Stephanie Dorman, Clerk



Memorandum from Town Manager

To: Louisa Town Council & Department Heads
From: Stuart Turille Town Manager
Subject: **FY26-27 Budget Message**

Mayor, Council and Department Heads:

A Strategic goal-setting meeting was held January 26, 2026 to determine direction and goals to guide budget decisions during the new budget season, as follows:

I. Economic Development:

- 1) Improve communication and coordination with the EDA
- 2) Promote small Town business/diversity of retail shops including grocery, clothing, restaurants
- 3) Improve supporting infrastructure, logistical and esthetics: lighting, parking, sidewalks, signage
- 4) Clarify Downtown definition; obtain a grant for a Downtown Master Plan; coordination with Chamber, EDA Main Street
- 5) Promote more permanent downtown/community meeting places/events/revive Farmers Market
- 6) Develop industrial Park for modern technology uses to expand tax base
- 7) Improve traffic flow for ease of downtown shopping

II. Community Development:

- 1) Plan and conduct more community events
- 2) Centralized downtown events for community gathering and connection
- 3) Construct or improve more parks/recreation places, infrastructure and opportunities
- 4) Develop and community based partnership/collaborative organizational structure
- 5) Develop commercial/sidewalk connectivity with Town and downtown
- 6) Ensure adequate provision of water/sewer with LCWA
- 7) Better code enforcement of derelict buildings

III. Organizational Development:

- 1) Compensation/benefit study to exceed market average to recruit and retain most qualified
- 2) Improve training opportunities for staff and Council
- 3) Improve benefit package such as a family health care option
- 4) Organizational changes e.g. Manager Assistant Grant Writer/Researcher/Program Manager
- 5) More detailed financial cost reporting
- 6) Pursue alternative public transportation options for Town and connection to work
- 7) Continue to improve social media platform for community outreach
- 8) Upgrade staff technology for modern applications including BAI migration

- 9) Implement new operational policies (e.g Financial, Emergency Operations, upgrade personnel, Remote, meeting, social media)

IV. Infrastructure Improvements:

- 1) Closer collaboration with VDOT/implementation of current downtown traffic studies
- 2) Pursue natural gas extension throughout Town
- 3) Look ahead to road maintenance when reach population of 3,500
- 4) Electric lines overhead to underground
- 5) Continued improvement of robust, resilient water-sewer infrastructure that is modern and efficient
- 6) Review & improve Stormwater and entrance into FEMA flood plain insurance
- 7) Improve Internet connectivity to Town Hall and in Town

V. Facilities:

- 1) Improve Maintenance of Town buildings: Town Hall, Police and Public Works
- 2) Perform Space needs analysis to determine Town operational and storage space needs; then determine which buildings to upgrade or relocate staff or equipment
- 3) Perform cost-benefit analysis of which buildings to improve
- 4) Upgrade Parks facilities e.g permanent restroom at Town Park

VI. Budget:

- 1) Develop a Capital Improvement (CIP) Program
 - Continued improvement of water/sewer infrastructure
 - Upgrade IT equipment and software
- 2) Develop detailed, realistic Revenues/Expenses forecast
- 3) Perform Compensation & Benefit study--consultant
- 4) Improved Insurance & Possible Family Coverage
- 5) Create a community events line item
- 6) Create emergency management line item
- 7) Pursue alternative revenues
- 8) Implement contract renewal for solid waste and cemetery

The Budget Process will be as follows:

1. Department Heads to Complete CIP form and submit to Town Manager for inclusion in CIP
2. Committees can send Town Manager requests to include in CIP forms
3. Town Manager develops CIP for 1-10 years, ranks projects by priority, includes in draft 10 year CIP document
4. Town Manager distributes Operational budget to Department Heads to complete requests
5. Town Manager/Treasurer complete Revenue forecast
6. Town Manager combines revenue forecast and operating expenses requests into a preliminary budget.



CAPITAL PROJECT REQUEST FORM FY 2027 – 2031

(attach additional supporting documents)

DEPARTMENT:

PROJECT TITLE:

REQUEST TYPE: New ___ Existing ___

DEPT. RANK/PRIORITY: Urgent___ Necessary___ Desirable___

PROJECT DESCRIPTION:

JUSTIFICATION: Meets Board goal ___ Cost-Savings___Replacement ___Mandated___New Program
Unmet Need___ Include alternatives you have considered

**COST
BREAKDOWN:**

	<u>FY2027</u>	<u>FY28</u>	<u>FY29</u>	<u>FY30</u>	<u>FY31</u>	<u>Total</u>
Project Costs:						
Planning/Design						
Construction						
Equipment						
Contingencies						
Other						
Total						

COST DESCRIPTION:

**REVENUE SOURCES to Fund Capital Item
Need**

	FY27	FY28	FY29	FY30	FY31	Total
General						
Fund						
Grant						
Debt						
Donations						
Partnerships						
Other						
Total						

Are there any changes in operating costs in conjunction with this request?

_____ Yes _____ No _____ No change

Are there any changes in personnel costs in conjunction with this request?

_____ Yes _____ No _____ No change

Description of Operating Cost Increase/Decrease Associated with the Capital Request

OPERATING COSTS

	FY27	FY28	FY29	FY30	FY31	Total
Personnel						
Utilities						
Maintenance						
Total						

**Evaluation
(Reviewer)**

Priority CIP Score Rank



LOUISA TOWN COUNCIL

AGENDA ITEM REPORT

Meeting Date: 2.17. 2026

To: Louisa Town Council
From: Stuart Turille, Town Manager
Subject: Agreement Amendment to VML Audit & Financial Assistance Agreement

Background:

- We approved a contract for VML financial and audit assistance services for \$10,000.
- This was done because of the *urgent need to reconcile bank accounts, with our accounting software, close out accruals going back to last Spring, begin receiving accurate monthly financial reports, to provide financial support to conclude the tax year for this fiscal year, and to complete all FY24-25 audit prep work.*
- The original agreement anticipated only two ½ months work to complete. However, the auditor's request lists expanded in scope and more tax training was required for new staff as we proceeded into January and February, far beyond what was anticipated at the outset.
- The agreement called for a "**not to exceed \$10,000 limit, without prior approval.**"
- The two invoices we have paid are below the \$10,000 amount totaling \$8,555.
- However, the January invoice, when the auditors were here, required more on site assistance, totaling \$11,989, exceeding the agreement amount of \$10,000.
- I notified VML that this goes against the contract terms of not to exceed \$10,000 **without prior approval.** (Town staff were not notified for "prior approval" that the billing approached the limit).
- I asked VML for a statement of what total costs will be to conclude all the important audit work, which is attached.
- The budget line item for audit has \$31,000 in it; we have not exceeded nor will exceed that amount, so sufficient budgeted funds are available.
- However, we will need a budget adjustment once the final auditors bill is in.
- I notified Council that I believe all our revenue accounts were underfunded by \$300,000 so there will be sufficient funds available to cover this in a budget adjustment.

Recommended Action:

Approve the agreement amendment to close out the work.

We could hold VML to the original agreement "not to exceed term," but this will not produce the desired result of completing the audit and training needed, and would not benefit the Town in the long run.

Attachments:

Agreement Amendment



Virginia Local Government Finance Corporation
8 East Canal Street
Richmond, VA 23219
(804) 648-0635

Christine Lopilato
Administrator, Accounting Services

February 10, 2026

Mr. Stuart Turille
Town Manager, Town of Louisa
212 Fredericksburg Avenue
Louisa VA 23093

RE: Letter of Engagement for Accounting Services - ADDENDUM

Dear Mr. Turille:

Thank you for the opportunity to present our Letter of Engagement for Accounting Services – Addendum for the Town of Louisa (“Town”). We appreciate your confidence in the Virginia Local Government Finance Corporation (dba “VML/VACo Finance”) and look forward to assisting the Town with its current accounting needs.

Scope of the Engagement

We will continue to provide interim accounting services to the Town including the following:

- Bank reconciliations and correcting journal entries from June 2025 through current
- Accrual journal entries for FY2025 closing
- Assist with documentation in response to auditor requests for FY2025 audit
- Review of payroll and payroll tax entries, making correcting journal entries, as needed
- Assistance with quarterly payroll tax filing for the quarters ending June 30, 2025 and September 30, 2025
- Training for new Treasurer

Mr. Stuart Turille
Town Manager, Town of Louisa
February 10, 2026
Page 2

Staffing

Tina Staples, Accounting Consultant will staff the engagement on a day-to-day basis. Ms. Staples has 7+ years' experience in local government serving in previous municipality roles as Director of Finance and Treasurer. She has a mastery of Southern Software Government Financial System (FMS) and is proficient in Logics Financial Management Software, Keystone Software, and BAI (Bright) for government entities. Ms. Staples holds a B.S. degree in Accounting from the University of Virginia. She also is current in her renewal as Master Governmental Treasurer from the Treasurer's Association of Virginia (2020), and is a member of the Treasurer's Association of Virginia and the Government Finance Officers' Association.

Timing and Location

We anticipate that our engagement can begin upon signing of the Agreement for services. Work may be performed remotely or on-site, based upon needs.

The Town will provide a computer with access to the Town's financial management systems and other applications, as needed, to Ms. Staples.

Administration of Engagement

Christine Lopilato, Administrator, VML/VACo Accounting Services, will be the administrator of this engagement, and will serve as your contact throughout the engagement term.

Christine will contact you periodically during the engagement to ensure that the Locality's needs and your expectations are being met. I encourage you to contact me should you have any questions or concerns during the engagement. Any issues, concerns, or questions may be directed to my attention at any time.

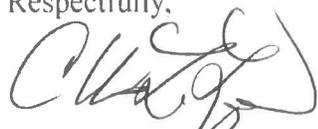
Estimated Fee

Please see the one-page attachment labeled "Fees, Terms and Conditions," for our fees, as well as additional details on the engagement.

To indicate your acceptance of this Letter of Engagement, please sign below and return a copy of the letter to me by email clopilato@valocalfinance.org.

Thank you again for your interest in VML/VACo Accounting Services.

Respectfully,



Christine L. Lopilato
Administrator, Accounting Services

Mr. Stuart Turille
Town Manager, Town of Louisa
February 10, 2026
Page 3

The Town of Louisa accepts this proposed Letter of Engagement for the provision of Accounting Services provided by VML/VACo Finance.

Signature

Title

Date

**Attachment:
Fees, Terms and Conditions**

VML/VACo Finance will provide its services to the Town of Louisa at the following hourly rate:

- Tina Staples, Senior Accounting Consultant. Services will be invoiced at a fixed hourly rate of \$125.00 per hour for remote work and \$130.00 per hour for on-site work.

Travel expenses for work on site will be billed at the prevailing IRS mileage rate plus actual cost for lodging. As appropriate, we intend to conduct as much of the work as possible remotely to avoid unnecessary travel expense. No travel charges will apply for work conducted remotely.

Services provided and billed to date are \$1,109.60 for November 2025 and \$7,478.40 for December 2025. Services provided for January 2026 total \$11,989.60. Services to complete the engagement are estimated to be \$9,000.00.

The initial Letter of Engagement dated November 10, 2025 limited costs to \$10,000 at the Town's request. The Letter of Engagement Addendum will limit costs at the Town's request to \$20,000, for total estimated cost of services requested by the Town not to exceed \$30,000 without prior approval from the Town Manager.

This Agreement will take effect upon signing and will remain in effect until terminated by either party with 30 days' advance notice. However, if termination is for cause, such termination may take effect immediately. The hourly rate quoted will be honored through June 30, 2026.

The rates quoted will apply to the specific work described in the Letter of Engagement, as well as to other assignments requested by the Town that are conducted by our staff during the term of the Agreement.

Professional services are billed monthly. Invoices will indicate the number of hours spent and will detail the activities performed. All invoices are due upon receipt.

If the Town makes an accepted offer to contract or employ personnel provided by VML/VACo Finance, whether directly or indirectly through a third party, it will notify VML/VACo Finance at least 60 days in advance of the initial contract or employment date. Should it wish to hire VML/VACo Finance personnel with fewer than 60 days' notice, the Town agrees to compensate VML/VACo Finance for the costs of recruitment, hiring, and training of appropriate replacement staff in an amount equal to the regular hourly rate multiplied by 80 hours.

VML/VACo Finance will not render a professional opinion on your financial statements - that remains the role of your external auditor. We will utilize financial data provided by the Town in our efforts to prepare financial records in accordance with Generally Accepted Accounting Principles (GAAP). Accordingly, we are not responsible if information provided to us by the Town is questioned or determined inaccurate during the external audit process.

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: Anthony Larry, Superintendent of Public Works
Date: 2/9/2026
Re: January Council 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).
- Removal of Xmas Wreaths
- Snow Removal
- Distribution of Notices
- Personnel-
 - Regularly Scheduled Weekly Safety Meetings
 - Cameron Hensley Completed- Osha 10 Training.

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: February 10, 2026
Re: Staff Report

Council:

1. EDA meeting agenda
2. Fee research

Administration:

1. Well Research
2. Septic Research
3. Press Releases
4. Training on Water Billing
5. 3 FOIA Requests

Upcoming Meetings:

1. March 17, 2026 @ 6:00pm

TOWN OF LOUISA
BUDGET TO ACTUALS
JANUARY 2026

GENERAL FUND REVENUE	TOTAL BUDGET	REVENUE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
Real Estate Current Year Tax	363,258	352,857	(10,401)	97%	
Delinquent Real Estate Tax	3,500	2,185	(1,315)	62%	
Personal Property Current Year Tax	78,000	82,200	4,200	105%	
Delinquent Personal Property Tax	5,600	4,237	(1,363)	76%	
VA Personal Property Relief Allowance	21,379	21,379	0	100%	
Public Service Tax Current Year	7,000	9,031	2,031	129%	
Penalties - All Property Tax	2,900	2,919	19	101%	
Interest - All Property Tax	2,000	4,295	2,295	215%	
Local Sales Use and Tax	135,000	133,516	(1,484)	99%	
Consumption Tax	4,000	5,207	1,207	130%	
Business License Tax	230,000	87,343	(142,657)	38%	
Bank Stock Tax	194,000	-	(194,000)	0%	
Transient Lodging Tax	16,200	17,353	1,153	107%	
Meals Tax	810,000	575,259	(234,741)	71%	
Zoning Permits	1,875	1,149	(726)	61%	
Special Use Permits	3,000	750	(2,250)	25%	
Court Fines & Forfeitures	5,000	7,238	2,238	145%	
Parking Violation Fees	100	-	(100)	0%	
PD Fines/Charges	2,800	41	(2,759)	1%	
Interest Earned	22,000	48,191	26,191	219%	
Pettit Storage Rental	4,800	2,800	(2,000)	58%	
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	3,605	(3,895)	48%	
Miscellaneous	500	5,467	4,967	1093%	
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	3,003	3	100%	
Arts Center Grant	4,500	-	(4,500)	0%	
TEA Grant Downtown	-	-	-	0%	
Additional Grant for TA Project	-	-	-	0%	
GENERAL FUND REVENUE	TOTAL BUDGET	REVENUE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS

**TOWN OF LOUISA
BUDGET TO ACTUALS
JANUARY 2026**

Law Enforcement - 599 Funds	46,849	35,139	(11,710)	75%	
DCJS Grants	30,000	19,999	(10,001)	67%	
Anti-Litter Grant	1,900	-	(1,900)	0%	
Fire Program Grant	15,000	-	(15,000)	0%	
ARPA Grant	-	-	-	0%	
VRA LSL Principal Forgive Loan	-	-	-	0%	
Transfer from Reserves - TA Sidewalk	281,685	-	(281,685)	0%	
Trans DR-ARPA to Water Infra Imp	515,273	-	(515,273)	0%	
Trans DR-ARPA to Sewer Infra Imp	650,000	-	(650,000)	0%	
	3,509,419	1,433,814	(2,075,605)	40.9%	

GENERAL FUND EXPENDITURES - BY DEPARTMENT	TOTAL BUDGET	EXPENSE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
General Fund Administrative Expenses	2,157,134	542,575	1,614,559	25%	
Police Department Expenses	749,404	336,442	412,962	45%	
Fire and Rescue Department Expenses	27,000	6,000	21,000	22%	
Oakland Cemetery Expenses	31,857	18,905	12,952	59%	
Street and Sidewalk Expenses	544,024	198,069	345,955	36%	
TOTAL GENERAL FUND EXPENDITURES	3,509,419	1,101,991	2,407,428	31.4%	

TOTAL - GENERAL FUND	TOTAL BUDGET	YEAR TO DATE	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
REVENUES	3,509,419	1,433,814	(2,075,605) ↑	40.9%	
EXPENSES	3,509,419	1,101,991	(2,407,428) ↓	31.4%	
GENERAL FUND NET INCOME		331,823	-	9.5%	DIFFERENCE OF REVENUES LESS EXPENDITURES

WATER FUND REVENUE	TOTAL BUDGET	REVENUE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
Interest Earned	31,600	11,162	(20,438)	35%	
Water Revenue	695,250	484,506	(210,744)	70%	
Water Connections	32,058	5,736	(26,322)	18%	
Penalty Fees	6,000	1,150	(4,850)	19%	
Loan Proceeds	1,351,022		(1,351,022)	0%	

TOWN OF LOUISA
BUDGET TO ACTUALS
JANUARY 2026

ARPA Funding General Fund Transfer	515,273		(515,273)	0%	
TOTAL WATER FUND REVENUE	2,631,203	502,554	(2,128,649)	19.1%	

WATER FUND EXPENDITURES	TOTAL BUDGET	EXPENSE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
WATER SALARIES AND BENEFITS	159,750	49,514	110,236	31%	
WATER OPERATING EXPENSES	523,000	6,471	516,529	1%	
CAPITAL IMPROVEMENTS	1,931,295	49,514	1,881,781	3%	
TRANSFERS	10,140	-	10,140	0%	
TOTAL WATER FUND EXPENDITURES	2,624,185	105,498	2,518,687	4.0%	

WATER FUND	TOTAL BUDGET	YEAR TO DATE	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
REVENUES	2,631,203	502,554	(2,128,649) ↑	19.1%	
EXPENSES	2,624,185	105,498	(2,518,687) ↓	4.0%	
WATER FUND		397,056	-	15.1% DIFFERENCE OF REVENUES LESS EXPENDITURES	

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%	
SEWER FUND REVENUE	1,524,060	491,777	(1,032,283)	32%	

SEWER FUND EXPENDITURES	TOTAL BUDGET	EXPENSE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
SEWER SALARIES AND BENEFITS	161,910	54,563	107,347	34%	
SEWER OPERATING EXPENSES	514,710	442,235	72,475	86%	
CAPITAL IMPROVEMENTS	678,000	31,554	646,446	5%	
DEBT SERVICE	169,440	98,840	70,600	58%	
SEWER FUND EXPENDITURES	1,524,060	627,192	896,868	41%	

TOWN OF LOUISA
BUDGET TO ACTUALS
JANUARY 2026

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	627,192	896,868	↑ 41.2%	
SEWER FUND		(135,415)	-	-8.9% DIFFERENCE OF REVENUES LESS EXPENDITURES	

HILLCREST REVENUE	TOTAL BUDGET	REVENUE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
Burial Permits	3,750	3,850	100	103%	
Stone Permits	2,250	1,550	(700)	69%	
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%	
HILLCREST REVENUE	113,314	25,074	(88,240)	22%	

HILLCREST EXPENDITURES	TOTAL BUDGET	EXPENSE YTD	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
HILLCREST SALARIES AND BENEFITS	106,214	58,598	47,616	55%	
HILLCREST OPERATIONS	2,600	1,609	991	62%	
HILLCREST CAPITAL IMPROVEMENTS	4,500	-	4,500	0%	
HILLCREST EXPENDITURES	113,314	60,208	53,106	53%	

HILLCREST	TOTAL BUDGET	YEAR TO DATE	VARIANCE	% OF ACTUAL TO BUDGET	TREASURER/COUNCIL COMMENTS
REVENUES	113,314	25,074	88,240	↓ 22.1%	
EXPENSES	113,314	60,208	53,106	↑ 53.1%	
TOTAL HILLCREST		(35,134)	-	-31.0% DIFFERENCE OF REVENUES LESS EXPENDITURES	

This is subject to change



Town Manager's Report February 17, 2026

1. After-Action Report: Winter Storm Fran:

- The Town received numerous comments about the efficiency of Town Public Works staff to clean roads and sidewalks. The Superintendent and crews worked around the clock to complete the work. Town worked through a number of challenges with VDOT, overcame and developed our relationship with VDOT going forward. Excellent work Public Works!
- The event was coordinated closely with the County Administrator and Emergency Management Department. Mr. Goodwin and I met numerous times to coordinate a possible shelter and warming center at Town Hall.
- Staff will perform an After Action review of process improvements related to dangerous weather events, and bring forward recommendations.
- Storm highlighted the need for an **Emergency Operations Plan**, including a Debris Removal site and on-call contractors for debris/snow/ice removal. The plan will need to include coordination with FEMA representatives.

2. Water Main Project:

Contractor is moving on from West Street to Ellisville Ave, with first draw down of the Interim Financing Bank, our Local United Bank, awaiting USDA approval.

3. Two x Two Meeting with County Leaders:

The Mayor, Vice Mayor and I met with the County Administrator, Chairman and Louisa District Supervisor to discuss plans and goals of mutual interest.

Areas discussed included:

1. Economic Development
2. Traffic Mitigation
3. Water-Sewer Use Agreements to ensure adequate Water-Sewer supply
4. Need for Community events
5. Water-Sewer Infrastructure

The meeting was spirited and positive, with the Supervisor informing me how pleased he is with our improved communication and relationship.