



Louisa Town Council – Regular Meeting

212 Fredericksburg Avenue

Louisa, Virginia 23093

Tuesday, November 18, 2025

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: October 21, 2025
 - c. Sale of Cemetery Lots

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: Presentation:

1. Course Vector: Video Hosting Platforms

V: Public Hearings:

1. Charter Update

VI: Old Business:

1. Water Sewer Infrastructure Project Manager Thrasher Update
2. Water Main Replacement Project Manager Update
3. Final Vision Statements

VII: New Business:

1. Discussion and Action: Water Disconnection Policy
2. Discussion and Action: Christmas Parade Permit Application
3. Discussion and Action: 2025 VML Audit Assistance Agreement
4. Discussion Committee Assignments Timing
5. Special Committees Creation
6. Discussion and Action: Economic Development Authority Appointment

VIII: 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

IX: Reports from Staff:

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

X: Closed Session:

In accordance with Virginia Code §2.2-2711(A)(7) for discussion with legal counsel regarding pending litigation in the matter of RTW Construction v. Town of Louisa

XI: Comments/Discussion by Members of Town Council

XII: Adjournment

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Town of Louisa
Town Council Monthly Meeting

October 21, 2025



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

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

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

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

BUSINESS FROM THE FLOOR:

Tom Everett, 111 Club Road, stood and addressed Council, stating he is in opposition of the nearby subdivision construction.

AGENDA AMENDMENT:

Amendments:

- “Sale of Cemetery Lots” added to “Consent Agenda”
- “Manager’s Report” added to "Staff Reports”
- October 4, 2025, minutes removed from Consent Agenda to be voted on separately.

Motion to approve consent agenda as amended.



1 Motion made by Harte, Seconded by Purcell.
2 Voting For: Crawford, Harte, Henry, Purcell, Rigsby

3
4 Motion for approval of October 4, 2025, minutes as written.

5
6 Motion made by Harte, Seconded by Rigsby.
7 Voting For: Harte, Henry, Rigsby
8 Voting Absentia: Crawford, Purcell

9
10 **PRESENTATION:**
11 **Recognition of Carter Cooke**

12
13 The Mayor presented Mr. Carter Cooke with a Proclamation and plaque for his 39 years of
14 service to the Town of Louisa.

15
16 Vice-Mayor Harte added that she appreciates everything Mr. Cooke has done for the Town.

17
18 **OLD BUSINESS:**

19 **Discussion of Vision Statements**

20
21 The Town Manager presented the Vision Statements that were created during the retreat.

22
23 The council and the Town Manager discussed the need to add language regarding
24 agricultural ways of life.

25
26 The Town Manager will make edits, and Council will review this matter during the November
27 Meeting.

28
29
30 **Discussion and Action for Posting Videos on New Website**

31
32 Council discussed whether to use YouTube or other video hosting platforms, as well as the
33 amount of storage the Town may need for its videos. Several technical questions arose, so
34 Council requested that a representative from the website team attend a future meeting to
35 provide clarification. In addition, Council considered launching the website now to avoid
36 further delays.

37
38 Motion to go live with the .gov website.

39
40 Motion made by Harte, Seconded by Henry.
41 Voting For: Harte, Henry, Crawford, Purcell.



1 Voting Against: Rigsby.

2

3 **Discussion of .Gov Emails**

4

5 At this time, the Town will continue using its .org domain and email addresses, as staff are
6 new and currently managing a heavy workload. Council may revisit this item at a future
7 date.

8

9 **NEW BUSINESS:**

10 **Appointment of Zoning Administrator**

11

12 Adoption of resolution appointing Stuart Turille as the Zoning Administrator for the Town of
13 Louisa.

14

15 Motion made by Rigsby, Seconded by Purcell.

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

17

18 **Discussion of the Charter**

19

20 Vice-Mayor Harte presented the revisions made to the Charter. The amendments remove
21 obsolete provisions, reflect current practices, clarify administrative and governance
22 provisions, and ensure consistency with the Code of Virginia.

23

24 Council will hold a public hearing next month on the amendments made to the Charter.

25

26 **Discussion and Action: Amendment of Town Manager Contract**

27

28 The Town Manager presented a request to extend the housing mileage range in his contract.

29 While he expressed a desire to reside within the Town, current housing market conditions
30 have made that difficult. He is requesting that the contract be amended to allow a
31 residence within 30 miles of the Town.

32 Motion made by Henry, Seconded by Harte.

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

34

35

36 **Discussion and Action: First Quarter FY25-26 Adopted Budget Adjustments**

37



1 No action was taken at this time as per the recommendations of the Finance Committee at
2 their last meeting.

3
4 **Discussion and Action: Parade Permit Application**

5 The Chief of Police presented the parade permit for review. Council discussed concerns
6 related to train traffic and runner safety, as well as potential alternative routes and parking
7 options.

8 Motion to approve the race, pending confirmation of route and parking determinations.

9 Motion made by Rigsby, Seconded by Purcell.
10 Voting For: Crawford, Harte, Henry, Purcell, Rigsby.

11

12 **STANDING COMMITTEE REPORTS:**

13 **Personnel Committee**

14 Nothing to report.

15

16 **Legal Matters Committee**

17 Committee presented Charter to Council.

18

19 **Trash, Recycling & Litter Committee**

20 Nothing to report.

21

22 **Finance Committee**

23 The Finance Committee met to review the budget implications of purchasing software and
24 banners for the downtown area. The committee also discussed scheduling a budget
25 workshop for the beginning of next year.

26

27 **Cemeteries Committee**

28 The Cemeteries Committee discussed the cemetery prices and if the website has been
29 updated to reflect that.

30

31 The Committee is working towards getting a historic designation for Oakland Cemetery but
32 needs proof of ownership.

33

34 **Streets & Sidewalks Committee**

35 The Streets and Sidewalks Committee met to discuss the downtown banners and the town
36 clock. The committee is awaiting a response from VDOT concerning the potential location
37 of the clock.

38



1 Council discussed the various projects under this committee and how each was assigned,
2 including; the town clock and lights for the street signs.

3

4 **Water & Sewer Committee**

5 Nothing to report.

6

7 **STAFF REPORTS:**

8 **Police:**

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

10 In addition to his written report, the Chief discussed the department’s Halloween outreach
11 efforts.

12 **Public Works:**

13 Anthony Larry, Director of Public Works, submitted his monthly report for Council’s review.

14 **Counsel:**

15 Counsel had nothing to report.

16 **Treasurer:**

17 Treasurer had nothing to report.

18 **Clerk:**

19 Stephanie Dorman, Clerk, provided the Clerk report.

20 In addition to her written report, she advised that the Deputy Clerk position has been filled.

21 **Town Manager:**

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

23 Council and the Town Manager discussed the use of the previous Town Manager as a
24 consultant.

25 **CLOSED SESSION:**

26 Town Council did not convene in closed session.

27 **Comments by Members of Town Council**

28



1 Vice Mayor Harte would like to schedule a workshop meeting to address the Town’s
2 pending projects.
3 Council member Purcell added that he spoke with the Town Manager about the budget line
4 items for those repairs.

5 **ADJOURNMENT**

6 Motion to adjourn.
7 Motion made by Purcell, Seconded by Henry.
8 Voting For: Crawford, Harte, Henry, Purcell, Rigsby.
9 Council adjourned at 9:05 PM.

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16

Mayor

Clerk

THE TOWN OF LOUISA

Incorporated 1873

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



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

Hillcrest Cemetery Deed Information Sheet

Lot: 797 Space(s): 1 & 2

Ownership:

Full Name: Tina Garr

Mailing Address: 130 West Street
Louisa VA 23093

Phone Number: 540 395 9991

Signature: [Handwritten Signature] Date: 10/29/25

OFFICE ONLY:

Amount Paid: \$ 3,105.00
Method of Payment: check & card
Staff Signature: [Handwritten Signature]

Here's the difference between embedding a video on your website vs. just posting a YouTube link:

1. Embedding a Video

- **User Experience:** The video plays directly on your website without users leaving the page. It looks more professional and keeps visitors engaged with your content.
 - **Branding:** Embedding can make the video feel like part of your site, not just an external resource. You can also control where and how it displays.
 - **SEO Benefits:** Embedding a YouTube video can help with dwell time (keeping people on your page longer), and if optimized properly, the page may benefit from being associated with a popular video.
 - **Downside:** Embeds still use YouTube's player, which may show suggested videos at the end that could distract visitors or lead them off your site.
-

2. Using a YouTube Link

- **User Experience:** Clicking the link sends visitors to YouTube. This can cause you to lose traffic and attention from your site.
 - **Reach on YouTube:** Sending people directly to YouTube can help increase views, likes, and comments on your channel, which may be useful if you're prioritizing YouTube growth.
 - **Simplicity:** Easier to add than an embed—just paste the link. But it looks less polished than having the video integrated on your page.
 - **Downside:** You lose control of the environment (ads, related videos, distractions, competitors' videos).
-

Best Practice:

Most businesses **embed the video on their website** to keep visitors engaged, but also include a link or “Watch on YouTube” option for those who want to view/subscribe/share directly on YouTube.

1. Embedding a YouTube Video

- **How it works:** The video is still hosted on YouTube’s servers. Your site just pulls in the YouTube player and displays it inline.
 - **Security for the video itself:** Embedding doesn’t expose your video files any more than having them on YouTube already does. If someone wants to copy or manipulate the video, they can screen-record it, whether it’s embedded or linked.
 - **Website security:** Embedding doesn’t generally add risk to *your* site’s security, since the video is not stored on your server. You’re essentially displaying a YouTube iframe.
 - **Control:** YouTube still controls the playback environment—ads, suggested videos, and autoplay options—so you can’t fully lock down what’s shown after your video ends.
-

2. Linking to a YouTube Video

- **How it works:** Users click a link and are taken directly to YouTube’s platform.
 - **Security for the video itself:** No added protection—the video is still publicly available at its URL. Anyone can view, share, or screen-record it.
 - **Website security:** Linking is even “lighter” than embedding, since you’re just sending visitors away rather than loading external code (the embed iframe). That said, embedding is already safe and standard practice.
 - **Control:** You lose control of the viewing experience completely once visitors leave your site—they’re on YouTube, where distractions and competitor content are front and center.
-

Key Takeaway

From a **security standpoint**, embedding vs linking makes **no difference** in preventing copying, manipulation, or re-uploading. If a video is on YouTube (public or unlisted), anyone determined enough can capture it.

The real difference is in **user experience and control**:

- Embedding = keeps visitors on your site, looks professional.

- Linking = drives YouTube traffic but pulls people off your site.
- If your client's concern is people stealing or altering videos, the real decision isn't embed vs link—it's **public vs unlisted vs private hosting** (or even self-hosting with access restrictions).
-  **More Secure Hosting Options Beyond YouTube**

1. Vimeo

2. Wistia

3. Private Cloud Hosting (Amazon S3, Google Cloud, Azure)

4. Specialized Video Platforms (Brightcove, SproutVideo, etc.)

5. Self-Hosting on Your Website

- **Pros:**
 - Offers **privacy controls** (password protection, domain-level restrictions so the video only plays on your site).
 - No ads or distracting recommended videos.
 - More professional-looking player (often used by creatives and businesses).
- **Cons:**
 - Paid plans are needed for advanced privacy and branding features.
 - Less organic reach than YouTube (not as many people browsing Vimeo for content).
- **Pros:**
 - Built for businesses—includes **analytics**, lead capture forms, and **domain restrictions**.
 - No ads, total control over how the video looks and behaves.

- Can integrate with marketing tools (HubSpot, Mailchimp, etc.).
- **Cons:**
 - Expensive compared to Vimeo or YouTube.
 - Not a platform for discovery—it's strictly for hosting.
- **Pros:**
 - **Full control:** You own the files, set permissions, and restrict access however you want.
 - Can integrate with your website to allow **streaming only through authenticated links** (expiring URLs).
- **Cons:**
 - More technical setup (you'll need a video player plugin on your site, like JWPlayer or Video.js).
 - No built-in social sharing or discovery like YouTube.
 - Costs scale with bandwidth and storage.
- **Pros:**
 - Enterprise-level hosting with **strong DRM (digital rights management)**, customizable restrictions, and marketing features.
 - Ideal for companies delivering training, paywalled content, or sensitive materials.
- **Cons:**
 - Can be pricey—overkill unless you need advanced security.
- **Pros:**
 - Total control—you own and serve the video files.
 - No external branding or ads.
- **Cons:**
 - Very resource-intensive: large video files can slow down your website and eat up server bandwidth.

- Security is limited—people can still download or screen-record videos unless you use complex DRM.
- Generally not recommended unless you have a robust server setup.



LOUISA TOWN COUNCIL

AGENDA ITEM REPORT

Meeting Date:

11/18/2025

To: Louisa Town Council
From: Stephanie Dorman, Clerk
Subject: Website Video Hosting

Background:

Council expressed interest in posting recorded videos on the Town's website but raised concerns regarding the security measures needed to protect the videos from unauthorized use or manipulation by artificial intelligence.

Recommended Action:

A motion and vote on which feature to use for video hosting.

Attachments:

- Pros and Cons list
- Sprout cost sheet
- Vimeo cost sheet
- Wistia cost sheet



Flexible pricing for teams of any size.

It's free to **get started** — try all features for 30 days. No commitments, ever.

Seed

\$10 / mo.

Master any video strategy with a powerful suite of core features, for solo entrepreneur to enterprise C-suite.

[START A FREE TRIAL](#)

- ✓ White label on-demand video hosting and live streaming
- ✓ Analytics & engagement
- ✓ Video marketing tools: lead capture, calls-to-action, CRM integrations, etc.
- ✓ 100 GB of storage and bandwidth
- ✓ No usage caps!

Sprout

\$35 / mo.

Flexible security options for your content with restricted viewer login protection, and a customizable video website.

[START A FREE TRIAL](#)

Everything on Seed +

- ✓ Additional security with restricted viewer login protection
- ✓ Customizable video website
- ✓ 350 GB of storage and bandwidth included with no usage caps
- ✓ 1 hour of live stream input + 50 hours of live stream delivery included





\$75 / mo.

Ideal for teams. Account activity log. Deter screen recording with watermarks. Advanced video site options.

START A FREE TRIAL

Everything on Sprout +

- ✓ Dynamic watermarks and signed embeds to prevent unauthorized use
- ✓ Advanced video website customization
- ✓ 1 TB of storage and bandwidth
- ✓ 2 hours of live stream input + 100 hours of live stream delivery

\$295 / mo.

Easy enterprise-level tools. Exportable reports, top-tier security, and premium support for complex questions.

START A FREE TRIAL

Everything on Tree +

- ✓ Top-tier security: SSO for viewer login, restrict playback by geo and IP
- ✓ Detailed, exportable reports
- ✓ Dedicated rep with phone support
- ✓ 2 TB of storage and bandwidth
- ✓ 6 hours of live stream input + 200 hours of live stream delivery

[SEE ALL FEATURES](#) ▼

Our powerful core features, included with every plan



Analytics & Engagement



Video Marketing Suite



Essential Privacy Tools



Video Landing Pages



Custom Player & Embeds

Top-Notch Support



The ultimate ad-free player

Start a free trial, or get started with our [basic plan](#)

Monthly Annually

◀ Save 40%

Recommended

Starter

\$12

per month
billed annually

Start free trial

or
[purchase now](#)

1 user

100GB storage

Standard

\$25

per month
billed annually

Start free trial

or
[purchase now](#)

5 users

2TB storage

Advanced

\$75

per month
billed annually

Start free trial

or
[purchase now](#)

10 users

7TB storage

Enterprise



Talk to our team for pricing

Contact sales

More users

More storage and bandwidth

Key features:

- ✓ Customizable video player
- ✓ Password privacy & unlisted links
- ✓ Review and collaboration tools
- ✓ Transfer video files
- ✓ Engagement analytics

[Compare all features](#)

Everything in Starter, plus:

- ✓ Branding in the player
- ✓ Third party player support
- ✓ Custom watermark
- ✓ Branded video galleries
- ✓ Lead capture
- ✓ Calls to action and custom cards

[Compare all features](#)

Everything in Standard, plus:

- ✓ Hosted livestreamed events
- ✓ Events Q&A, polls, and chat
- ✓ Stream to multiple destinations
- ✓ DVR streaming
- ✓ Scheduled simulive
- ✓ Live event-level analytics
- ✓ Marketing automation integrations

[Compare all features](#)

Everything in Advanced, plus:

- ✓ Custom permissions
- ✓ Advanced AI capabilities
- ✓ SSO (SAML) and SCIM (OKTA, AZURE)
- ✓ Advanced analytics and marketing integrations
- ✓ Events with breakout rooms and live Q&A
- ✓ Quality events (backup streams, eCDN)

✓ [Dedicated support](#)



WISTIA PRICING

Find your perfect video plan

No Credit Card required

Free

Explore the video basics

\$0

Seriously free

[Sign up for free](#)

No credit card required.

Key features

- ✓ Professional hosting
- ✓ Video recording and editing

Plus

Unlock custom video branding

\$19

/mo, billed annually

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No credit card required.

Everything in Free +

- ✓ Fully customizable player
- ✓ Clickable video CTAs
- ✓ Team commenting and review

Pro

Start generating leads from video

We value your privacy

We use cookies to enhance your browsing experience, enable core site functionality, analyze our traffic, and serve personalized ads or content. By clicking "Accept All" you consent to our use of cookies. For more information, please see the full Privacy Policy.

[Accept All](#)

[Reject Optional](#)

\$79

/mo, billed annually

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No credit card required.

Everything in Plus +

- ✓ Heatmaps and audience analytics
- ✓ In-video lead capture forms
- ✓ Embeddable playlists
- ✓ Password-protected videos

Advanced

Optimize your video marketing

\$319

/mo, billed annually

[Start a free trial](#)

No credit card required.

Everything in Pro +

- ✓ Webinars with custom branding
- ✓ Marketing integrations
- ✓ Automate campaigns with video
- ✓ Ad platforms integrations
- ✓ Account success manager

Premium

Secure & scale video across teams

Custom

[Get in touch](#)

Everything in Advanced +

- ✓ SSO & advanced security

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PUBLIC HEARING NOTICE
TOWN OF LOUISA, VIRGINIA
PROPOSED TOWN CHARTER UPDATE

Pursuant to Virginia Code § 15.2-202, the Louisa Town Council will hold a Public Hearing on Tuesday, November 18, 2025, at 6:00 p.m. at the Louisa Town Hall, 212 Fredericksburg Avenue, Louisa, Virginia, at which citizens shall have an opportunity to be heard to determine if they desire that the Town request the General Assembly to grant a new or amended Town charter. The proposed Town Charter update represents a complete revision of the Town's existing Charter to remove obsolete provisions, reflect current practices, clarify administrative and governance provisions, and ensure consistency with the Code of Virginia. A copy of the full text of proposed Charter is available for public review during regular business hours at the Louisa Town Hall. All interested persons are invited to attend and provide input. Written comments may also be submitted in advance to the Town Clerk's Office, 212 Fredericksburg Avenue, Louisa, VA 23093, or by email to sdorman@louisatown.org, no later than 3:00 p.m. on Monday, Tuesday, November 18, 2025.

Town of Louisa – 2025/26 Proposed Town Charter Amendment

Proposed repeal of current Town Charter and replacement with this new charter to remove obsolete provisions, reflect current Town practices, clarify administrative and governance provisions, and ensure consistency with the Code of Virginia

Chapter 1. Incorporation and Boundaries

§ 1.1. Incorporation

The inhabitants of the territory within the present limits and future boundaries of the Town of Louisa, hereinafter referred to as the "Town," shall continue as a body politic and corporate under the name "Town of Louisa." The Town shall have perpetual succession, may sue and be sued, plead and be impleaded, contract and be contracted with, and may adopt, alter, or renew a corporate seal at its pleasure.

§ 1.2. Boundaries

The boundaries of the Town shall be as established in the Acts of the General Assembly approved on March 8, 1873, and any subsequent amendments. These boundaries are further defined by the order of the Circuit Court of Louisa County dated November 1, 1955, recorded in Law Order Book 14 at Page 178 et seq., and as depicted on the plat by J. Temple Waddell recorded in Plat Book 2 at Page 134 in the Clerk's office of the Circuit Court of Louisa County.

Chapter 2. Powers

§ 2.1. General Grant of Powers

The Town shall have all powers that are conferred upon towns under the Constitution of Virginia and other laws of the Commonwealth. All powers set forth in Chapter 11 of Title 15.2 of the Code of Virginia (§15.2-1100 et seq.), as may be amended from time to time, are hereby specifically conferred upon the Town of Louisa.

Chapter 3. Governing Body.

§ 3.1. Composition of Council; Election, Qualification, and Term of Office of Council Members.

Proposed new Town of Louisa Charter 10.28.25
Product of Town Council work group, includes 9.16.25 and 10.28.25 town attorney changes based on 10.21.25 Council meeting discussion and further legal review
Page 1 of 7

The Town shall be governed by a Mayor and a Town Council composed of five members, elected at large by the qualified voters of the Town. The Mayor shall be elected to a four-year term. Council members shall serve four-year staggered terms, with elections held in accordance with the general laws of the Commonwealth of Virginia.

§ 3.2. When terms of office to begin.

The terms of office for the Mayor and Town Council members shall commence and continue as provided by the laws of the Commonwealth of Virginia.

§ 3.2. Oath of Office.

Before assuming office, the Mayor and each Council member shall take an oath or affirmation to faithfully and impartially discharge the duties of their office to the best of their abilities. This oath shall be administered by a person authorized under the laws of the Commonwealth of Virginia.

§ 3.3. Election and Term of Vice-Mayor.

The Town Council shall elect from among its members a Vice-Mayor, who shall serve a term of two years or until a successor is so elected.

§ 3.4. Powers and Duties of Mayor and Vice-Mayor.

The Mayor shall preside over Town Council meetings and shall have the same right to speak as other Council members. The Mayor shall vote when the Town Council is equally divided. The Mayor shall be recognized as the head of the Town government for ceremonial purposes and military law. In the Mayor's absence or inability to act, the Vice-Mayor shall assume the Mayor's powers and duties.

§ 3.5. Absence or Disability of Mayor and Vice-Mayor.

If both the Mayor and Vice-Mayor are unable to perform their duties, the Town Council shall, by a majority vote of those present, elect an Acting Mayor from among its members. The Acting Mayor shall serve until the Mayor or Vice-Mayor is able to resume their duties. In such circumstances, the Town Clerk shall call the Council meeting to order and preside until an Acting Mayor is elected, without assuming any powers of the Mayor.

§ 3.6. Council a Continuing Body

The Town Council shall be a continuing body, and no measures pending before such body, or any contract or obligation incurred, shall abate or be discontinued by reason of the expiration of the term of office or removal of any of its members.

§ 3.7. General Grant of Powers to Council

In addition to the powers Council shall have all powers and authority that are now or may hereafter be granted to councils of towns by the general laws of the Commonwealth and by this Charter, and the recital of special powers and authorities herein shall not be taken to exclude the exercise of any power and authority granted by the general laws of the Commonwealth to town councils, but not herein specified.

§ 3.8. Meetings of Council

The Town Council shall fix the time of their stated meetings, and they shall meet at least once a month. Special meetings may be called at any time by the Mayor or by two members of the Town Council; provided that all members shall be duly notified a reasonable period of time prior to any special meeting.

§ 3.9. Quorum; Reconsideration of Action

Except as otherwise provided by state law, three members of the Town Council shall constitute a quorum for the transaction of business.

§ 3.11. Rules of Order and Procedure

The Town Council shall establish its own rules of order and procedure. The rules of order shall be consistent with recognized parliamentary procedures, such as Robert's Rules of Order, to ensure consistency and efficiency in meetings.

§ 3.12. Council to Fix Salaries

The Town Council is hereby authorized to fix the salaries of each of the members of the Town Council, members of boards or commissions, and all appointed officers and all employees of the Town, at a sum not to exceed any limitations placed by the laws and Constitution of the Commonwealth of Virginia. Council may establish an employee pay scale and delegate its authority to set non-Council appointed employees' salaries to the Town Manager in accordance with the Town budget and applicable polices as Council may adopt.

Chapter 4 – Appointive Officers

Proposed new Town of Louisa Charter 10.28.25

Product of Town Council work group, includes 9.16.25 and 10.28.25 town attorney changes based on 10.21.25 Council meeting discussion and further legal review

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§ 4.1. Appointment

The Town Council has the authority to appoint officers essential to the administration and operation of the Town government. These offices shall include, but not be limited to, a Town Manager, a Town Clerk, a Town Attorney, a Town Treasurer, and a Chief of Police. The appointment of these officers is at the discretion of the Town Council and does not constitute a mandatory requirement.

The Town Manager shall hire such officers and employees as may be necessary for the proper administration of the affairs of the town, with the power to suspend and remove any such officers or employees.

Officers appointed shall perform duties as prescribed by this Charter, the laws of the Commonwealth of Virginia, or directives issued by the Town Manager. The Town may enter into agreements for shared services with county or regional entities to fulfill certain functions as deemed appropriate.

§ 4.2 - Term of Office

Officers appointed by the Town Council shall serve at the pleasure of the Town Council.

§ 4.3. Appointment of one person to more than one office.

The same person may be appointed to more than one office only as permitted under Virginia law. (1972, c. 68)

§ 4.4 - Qualifications and Duties of the Town Manager

The Town Manager shall be the Chief Executive Officer of the Town and shall be responsible for the efficient administration of government under the direction of the Town Council. The Town Manager shall be chosen by the council on the basis of executive and administrative qualifications and need not be a resident of the Town. The Town Manager shall:

- (a) Attend all meetings of the Town Council, with the right to speak but not vote.
- (b) Provide the Town Council with regular reports on the financial condition and operational status of the Town.
- (c) Prepare and submit an annual budget, subject to approval by the Town Council, and oversee its implementation.
- (d) Develop and implement policies and procedures to enhance governmental transparency, efficiency, and accountability.
- (e) Ensure compliance with all applicable local, state, and federal laws.
- (f) Oversee personnel matters, including employee hiring, supervision, and discipline. (f)

Proposed new Town of Louisa Charter 10.28.25

Product of Town Council work group, includes 9.16.25 and 10.28.25 town attorney changes based on 10.21.25 Council meeting discussion and further legal review

Page 4 of 7

Present an annual audit conducted by a certified public accountant approved by the Town Council.

(g) Serve as the Town's director of emergency management pursuant to Va. Code § 44-146.19.

(h) Perform additional duties as assigned by the Town Council or required by applicable law.

In all respects, the Town Manager shall be subject to review by the Council and shall be accountable to the Town Council only.

In the event that there is no Town Manager, it shall be the duty of the mayor to see that the functions set forth above are carried out if the Council has not acted otherwise.

§ 4.5 – Duties of the Town Clerk

The Town Clerk shall be the Clerk of the Town Council, keeping the journal of proceedings and recording all ordinances and resolutions in a book kept for that purpose. As the custodian of the Town's corporate seal, the Clerk is authorized to use and authenticate it. Duties also include performing other tasks specified by the Town Council or required by the general laws of the Commonwealth.

§ 4.6 - Duties of the Town Attorney

The Town Attorney shall be the legal adviser of the Town Council, representing the Town in all legal affairs as requested by the Mayor, Town Council, or Town appointed officers. The Town may employ the Commonwealth's Attorney of Louisa County for criminal prosecutions of Town ordinances.

§ 4.7 – Duties of the Town Treasurer

The Town Treasurer shall maintain financial records and collect Town taxes and licenses, with powers similar to County Treasurers.

§ 4.8 - Chief of Police and Police Department

A Chief of Police shall be appointed by the Town Council and shall have such powers and duties as provided by the laws of the Commonwealth, and those imposed by this Charter. The Chief of Police shall oversee law enforcement operations, public safety, and administrative matters as determined by the Town Manager. The Council may establish additional criteria for the position consistent with state law.

Proposed new Town of Louisa Charter 10.28.25

Product of Town Council work group, includes 9.16.25 and 10.28.25 town attorney changes based on 10.21.25 Council meeting discussion and further legal review

Page **5** of **7**

The Police Department shall consist of the Chief of Police and such other officers and employees at such ranks and grades as may be established by the Council. Except as otherwise provided herein, the Chief of Police and Department shall be under the administrative control of the town manager; however, the Chief shall supervise the Department and its officers and other employees regarding all law enforcement duties, practices and requirements.

The chief of police and all police officers are hereby endowed with all the powers of a constable in criminal cases and all other powers which under the laws of the Commonwealth of Virginia and the ordinances and resolutions of the town may be necessary to enable them to discharge the duties of their office.

Chapter 5. Raising of Revenue

§ 5.1. Assessment and Collection of Taxes and Fees.

The Town Council shall have the authority to assess, impose and levy all taxes and fees as authorized by state law; and shall have the power to collect such taxes in accordance with the laws of the Commonwealth.

Chapter 6. Financial Provisions

§ 6.1. Fiscal Year.

The fiscal year of the Town shall begin on July 1 of each year and end on June 30 of the following year.

§ 6.2. Creation of Debt; Election on Issuance of Bonds

In the issuance of bonds and notes, the town shall have the authority and shall be subject to the limitations prescribed by the Constitution of the laws of this Commonwealth.

Chapter 7. Miscellaneous

§ 7.1. Elections Governed by State Law

All Town elections shall be held and conducted in accordance with the laws of the Commonwealth of Virginia.

§ 7.2. Bonds of Officers and Employees

The Town Council may require all or any officers and employees of the Town to provide a bond for the faithful and proper discharge of their duties. The Town may pay the premium

Proposed new Town of Louisa Charter 10.28.25

Product of Town Council work group, includes 9.16.25 and 10.28.25 town attorney changes based on 10.21.25 Council meeting discussion and further legal review

Page 6 of 7

on such bonds from Town funds and may establish guidelines for the types of bonds required based on the role, responsibilities, and potential risks associated with each officer or employee's position.

§ 7.3. Present Ordinances Continued in Effect

All ordinances currently in force in the Town of Louisa, not inconsistent with this Charter, shall remain in effect until they are altered, amended, or repealed by the Town Council.



Town of Louisa, VA, 2025 Vision Statements

1. The Town of Louisa is a small town that protects its quality and charm for businesses and families, for today and tomorrow, *as the heart of Louisa County*.
2. The Town of Louisa values community spirit, providing community events, recreational and cultural activities for all ages.
3. The Town will be a walkable and bikeable community that is connected to the downtown, to promote community spirit and unity.
4. The Town plans for growth in a proactive way that protects and preserves the tranquil quality of life. The Town protects its agricultural and historical heritage as a vital part of its community spirit.
5. The Town pursues economic development opportunities for a vital community, offering opportunities for entrepreneurs, small business owners, retail and small-scale manufacturing, providing local jobs that attract and retain our youth and young families.
6. Town Government will be an open, performance/results driven organization, providing data and information for citizens to understand the value of their tax dollars.
7. The Town will have modern, resilient infrastructure, to manage growth and to protect citizens, providing efficient communication on system maintenance.
8. The Town has an active, engaged government that is involved with local, state, federal authorities and other stakeholders, pursuing the vision of the Town.
9. The Town provides a safe, clean haven in which to live, visit, and thrive.
10. Town government will be a proactive organization, constantly assessing challenges, seeking new opportunities to move the Town forward.



LOUISA TOWN COUNCIL

AGENDA ITEM REPORT

Meeting Date:

11/18/2025

To: Louisa Town Council
From: Stephanie Dorman and Anthony Larry
Subject: Website Video Hosting

Background:

The Town currently does not have a formal water disconnection policy in place.

The attached policy will streamline the water disconnection process by establishing clear timelines and defined authorities. The policy has been reviewed by legal counsel and meets all necessary requirements.

Recommended Action:

Staff recommends that Council adopt an official policy to establish clear procedures and guidelines.

Attachments:

- Water Disconnection Policy



**Town of Louisa
Water Disconnection Policy**

Town of Louisa: Utility		Subject: Water Disconnection			
Document:	Issue Date:	Revised	Pages: 5	Prepared by: Anthony Larry Superintendent of Public Works	Approved by:
Need a doc#	8/25/2025				

1.0 PURPOSE

Policy Outlining the Town of Louisa's disconnection procedure for non-payment of water bills, charges and fees.

2.0 AUTHORITY AND REFERENCES

Va. Code

§ 15.2-2109. Powers of localities as to public utilities and computer services; prevention of pollution of certain water.

§ 15.2-2119. Fees and charges for water and sewer services provided to a property owner.

§ 15.2-2121.2(A)(3) Disconnection suspension for utilities.

§ 15.2-2121.3. Notice procedures for nonpayment, disconnecting utility service. (2024 updated section)

Town Code

§ 160-1. Duties of General Superintendent.

§ 160-12. Water cutoffs.

§ 160-13. Renewal of discontinued or suspended supply.

§ 160-22. Payment and Determination of Charges.

§ 160-27. Unpaid Charges; discontinuation of service.

§ 160-27.1. Unpaid Charges; liability of owner for nonpayment by occupant.



Town of Louisa Water Disconnection Policy

3.0 RESPONSIBILITY

Pursuant to Town Code § 160-1 and § 160-12, respectively, the General Superintendent shall have supervision over the water system and all pipes, plugs and other properties in any way connected therewith, and water cutoffs shall be made by the General Superintendent.

Pursuant to Va. Code § 15.2-2121.3(A), the Town has a responsibility to provide its residential customers with a copy of this, its disconnection for nonpayment policy, at any time a new residential account is established, when any disconnection for nonpayment of bills or fees is scheduled by including a copy of the policy with such notice, or by publishing the policy on the Town's website. The Town of Louisa must provide a copy of notices in both English and in Spanish.

Furthermore, Pursuant to Va. Code § 15.2-2121.3(B), The Town shall deliver notice of nonpayment of bills or fees to its residential customers prior to disconnecting by using at least one of the following methods: (i) mail, (ii) email, (iii) text message, (iv) phone call, or (v) door hanger.

4.0 PROCEDURES

1. Applicability:

- a. This policy only applies to those circumstances when water service is disconnected due to non-payment or delinquency of payment on a customer's water account.
- b. This policy does not apply when water customers request their water service be turned off.

2. Payment of Water Bills

- a. Invoices for water bills are billed monthly and due on the last business day of the following month.



Town of Louisa Water Disconnection Policy

3. Disconnection and Notice

- a. Pursuant to Va. Code § 15.2-2121.3(C), utility disconnections due to the nonpayment of bills or fees are prohibited for residential and commercial customers until the customer's account is 45 days in arrears. In other words, Town water customers will not be subject to water service disconnection until forty-five (45) days after their bill is due and they have failed to pay.
- b. After each missed payment, the Town will provide notice of the missed payment and will make contact with the customer and offer bill payment assistance, arrange a payment plan, or provide information to the customer for other bill payment assistance or energy savings programs. If such customer does not pay the full amount of charges, penalty, and interest for water provided within 30 days thereafter, the Town shall again notify such owner of the delinquency.

If the customer fails to pay their water bill within forty-five (45) days of the day it is due, their water service shall become subject to disconnection, however, in no event shall the Town disconnect the customer's water prior to sixty (60) days after their bill is due. A notice shall be delivered to the customer at least ten (10) business days before the scheduled disconnection date, stating that the account is delinquent and will soon be subject to water service disconnection (the "Disconnection Notice"). The Disconnection Notice will serve as notification of cessation of service and will have a copy of the Town's policy attached.

The Notices described in this section will be delivered by at least one of the following methods: (i) mail, (ii) email, (iii) text message, (iv) phone call, or (v) door hanger.

- c. Water fees and charges, and any penalty and interest, generally constitute a lien against the customer's property, on par with liens for unpaid taxes.

After ninety (90) days, and after the required notice to the property owner, the Town may record a lien in the amount of (i) up to the number of months of delinquent water or sewer charges when the water or sewer is, or both are, provided to the property owner; (ii) any applicable penalties and interest on such delinquent charges; and (iii) reasonable attorney fees and other costs of collection not exceeding 20 percent of such delinquent charges, provided the owner has been advised in writing that a lien may be placed upon the property if the owner fails to pay any delinquent water and sewer charges. Written



Town of Louisa Water Disconnection Policy

notice of the recordation of the lien shall be provided at least 30 days in advance prior thereto. The notice shall include a copy of the bill for delinquent water and sewer charges to allow the property owner a reasonable opportunity to pay the amount of the outstanding balance and avoid the recordation of a lien against the property. In no case shall a lien for less than \$25 be placed against the property.

The lien may be discharged by the payment to the Town of the total lien amount and the interest which has accrued to the date of the payment. The Town shall deliver to the person making the payment a fully executed lien release substantially in the form set forth in Va. Code § 15.2-2119(H). The Town shall provide the fully executed lien release to the person who made payment within 10 business days of such payment if the person who made such payment did not personally appear at the time of such payment.

If the use of the public water system of the Town is contracted for by an occupant who is not the owner or the premises, and such occupant's premises are separately metered for service, the owner of any such premises shall be liable only for the payment of delinquent rates or charges applicable to three delinquent billing periods, which together shall not exceed a period of 90 days [See Town of Louisa §160-27.1(A)].

4. Exceptions to Disconnection of Service for Non-payment

- a. Customers shall not be disconnected due to non-payment on Fridays, weekends, state holidays, or the day immediately before a state holiday.
- b. Residential customers will not be disconnected due to non-payment when the temperature forecasted by the National Weather Service's forecast for Louisa County, Virginia is at or above 90 degrees Fahrenheit within the 24 hours following the scheduled disconnection date.
- c. If the temperature within the 24-hour period following the scheduled disconnection date is forecasted at or above 90 degrees, the disconnection of a customer's service will be automatically postponed until these conditions do not exist.

5. Reinstatement of Services; Assistance Programs

- a. Customers may have their services restored by contacting the Town and remitting the payment required or applying for a payment plan to make their



Town of Louisa Water Disconnection Policy

account current, including all delinquent amounts and a \$50.00 reconnect fee.



DRAFT

RESOLUTION APPOINTING STUART TURILLE AS EMERGENCY MANAGEMENT DISASTER CONTACT

WHEREAS, the Town of Louisa Council recognizes the need for the appointment of a qualified individual to serve in the capacity of Emergency Management Disaster Contact ; and

WHEREAS, Stuart Turille possesses the qualifications, experience, and knowledge necessary to fulfill the duties and responsibilities of Emergency Management Disaster Contact; and

WHEREAS, the Town Council finds it in the best interest of the Town and its citizens to appoint Stuart Turille as the Emergency Management Disaster Contact.

NOW, THEREFORE, BE IT RESOLVED, on this 18th day of November, 2025, that the Mayor and Town Council of the Town of Louisa, Virginia hereby appoint Stuart Turille as the Emergency Management Disaster Contact for the Town of Louisa, effective immediately upon the adoption of this resolution.

Approved by the Town Council for the Town of Louisa,
Virginia on this this 18th day of November

Ashley Michael, Mayor

ATTEST:

Stephanie Dorman, Clerk

SPECIAL EVENT APPLICATION REQUEST

Return to:
Town of Louisa
P.O. Box 531
Louisa, VA 23093



FOR OFFICIAL USE ONLY

Organizational Status:

Non-Profit Commercial Independent
 Maps Attached ABC Permit Required
 Tent Permit Required License Verified

INDEMNITY RELEASE

In making this request, the applicant understands that the sponsor will hold harmless and indemnify the town, its officers, employees, and agents against injury, loss or damage occurring as a result of this special event. Sponsors of special events held on public property will be required to provide Special Event Liability Insurance in an amount not less than \$1 million dollars, naming the Town of Louisa, its officers, officials, employees and agents as an additional insured party to the contract. For additional information regarding this requirement please contact the Town of Louisa at 967-1400.

Sponsor(s) Name: Louisa County Parks, Recreation & Tourism

Address: 522 Industrial Dr. Louisa, VA 23093

Sponsor Telephone: 540-967-4420

Event Contact Name: () Christina Miller

Contact Address: 522 Industrial Dr. Louisa, VA 23093

Contact Telephone: Office () 540-967-4424

Home () _____

Cell () _____

Christina S. Miller
APPLICANT SIGNATURE

10/24/2025
DATE

DATE APPLICATION SUBMITTED: October 24, 2025

EVENT PURPOSE / BRIEF DESCRIPTION:

Christmas Festival & Parade - This event is a wonderful community tradition.

Date Application Received By Town

IDENTIFY EVENT CATEGORY: CARNIVAL DEMONSTRATION FAIR FESTIVAL
 FUNDRAISER HISTORICAL CELEBRATION MARATHON
 RACE/WALK PARADE OTHER (Describe Other) _____

EVENT VENUE & LOCATION REQUESTED: Festival will take place at Courthouse Square. Parade Map is attached

LIST RACE/WALK STREET ROUTES, IF APPLICABLE (A clear & legible map showing walk/run routes also requested -Please attach map to application):

STREET CLOSING REQUESTED, IF SO INCLUDE LOCATIONS AND CLOSING /OPENING TIME(S): YES NO
LOCATION(S): Rosewood, W Main Street, Meadow Ave. , Cutler Ave., Patrick Henry Dr. , Church Ave. Elm st., McDonald St., Woolfolk Ave., Ashley st.

CLOSING DATE(S) 12/6 CLOSING/OPENING TIME(S): FROM 11:20 am/pm UNTIL: 12:30 am/pm

EVENT START DATE/TIME: Festival: 12/6 10am-3pm EVENT END DATE/TIME: Parade: 12/6 11:30am-12:45pm
(WEEKDAY) (DATE) (TIME) (WEEKDAY) (DATE) (TIME)

EVENT SET UP DATE/TIME (INCLUDE WEEKDAY): Saturday 12/6 7am
(WEEKDAY) (DATE) (TIME)

EVENT BREAKDOWN DATE/TIME (INCLUDE WEEKDAY): Saturday 12/6 3-4pm
(WEEKDAY) (DATE) (TIME)

EVENT RAIN DATE REQUESTED: YES NO DATE REQUESTED: _____
(WEEKDAY) (DATE)

ESTIMATED # PARTICIPANTS: 50 vendors 100 parade participants WILL AMPLIFIED MUSIC BE USED: YES NO

IDENTIFY TYPE MUSICAL ENTERTAINMENT REQUESTED: BAND DISC-JOCKEY OTHER

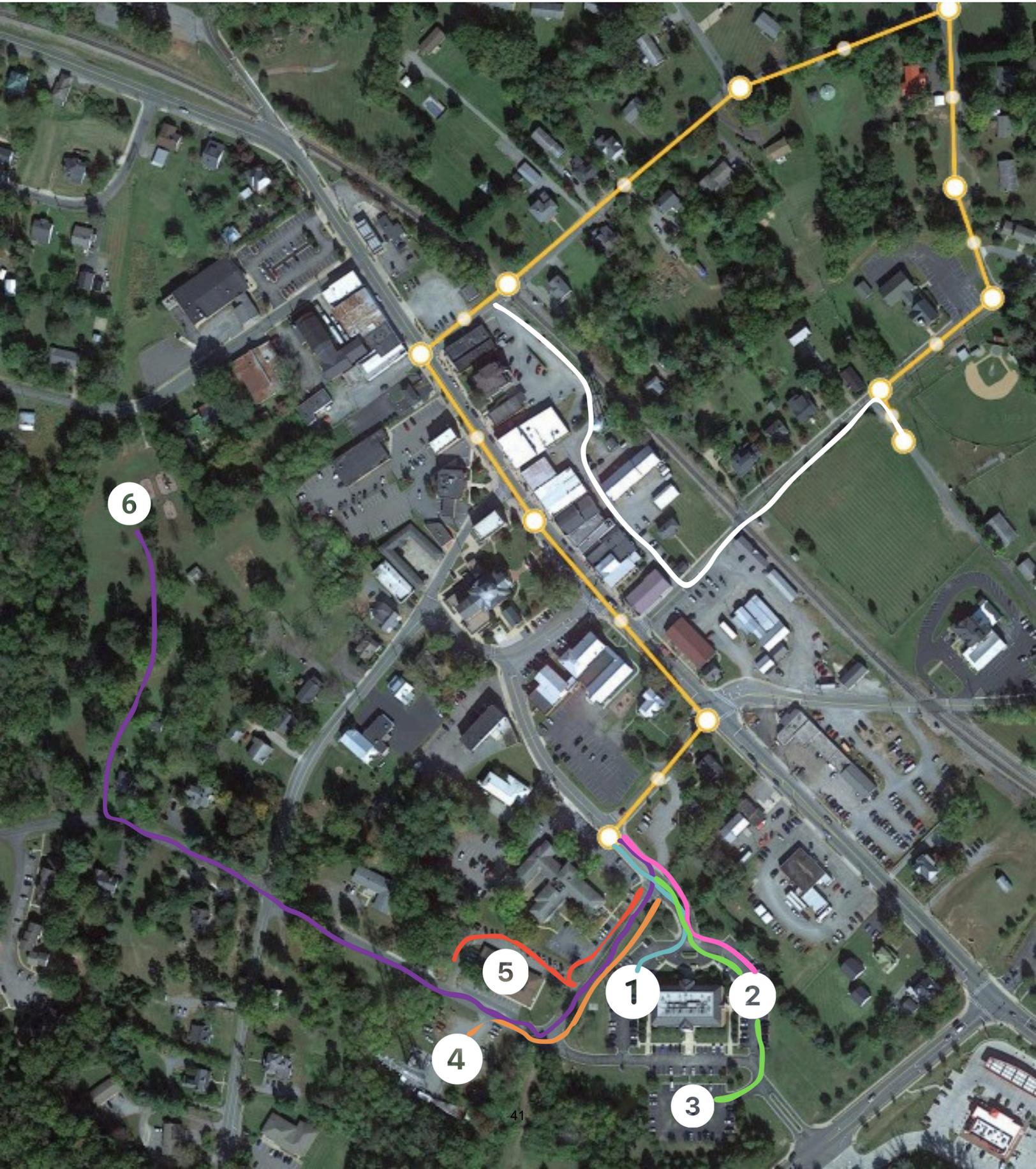
TOWN UTILITIES NEEDED? YES NO IDENTIFY TYPE UTILITIES NEEDED, IF APPLICABLE: _____

TOWN EQUIPMENT REQUESTED? YES NO
IF YES, IDENTIFY TYPE EQUIPMENT REQUESTED: Safety Bollards

OTHER TOWN SERVICES REQUESTED YES NO
(Please identify the area of services needed including staff assistance if applicable): _____

As needed - At town police chiefs request

PARADE ROUTE & STAGING



IDENTIFY EVENT EQUIPMENT & QUANTITY OF EQUIPMENT TO BE PLACED IN/ON REQUESTED VENUE SPACE

OF BOOTHS _____ SIZE OF EACH BOOTH _____

OF CANOPIES (Pop-Up) _____ SIZE OF EACH CANOPY _____

OF TABLES _____ SIZE OF EACH TABLE _____

OF TENTS _____ SIZE OF EACH TENT _____

OF STANDS _____ SIZE OF EACH STAND _____

OTHER EQUIPMENT _____ (See Below)

(PLEASE DESCRIBE OTHER EQUIPMENT REQUESTED FOR PLACEMENT):

Please note if "other" equipment includes the use of a moon bounce and or inflatable carnival type rides and activities provided by a 3rd party vendor, proof of insurance by the vendor providing such equipment will be required. The 3rd party vendor shall provide a current certificate of insurance indicating at least \$1 million in general liability and completed operations coverage and certificate of workers' compensation coverage, if applicable. Said insurance shall name the Town of Louisa (including its officers, officials, employees and agents) as an additional insured party to the insurance contract. A copy of said documents must be provided to the Town of Louisa by the requested due date specified.

ALCOHOLIC BEVERAGE INVOLVED IN THIS ACTIVITY: ___ YES NO (If Yes please describe circumstances involved with the use of alcoholic beverage and if the activity involves the sale of alcohol at this event)

Describe:



FY2025 Audit Assistance Virginia Municipal League Engagement Letter

Issue:

With the abrupt departure of the Treasurer, Clerk and Town Manager over the 2025 summer, the monthly bank accounts were not reconciled to produce accurate financial statements, in order to close out the 2025 fiscal year. No notes were left directing the new Treasurer on where to locate grants, receipts, financial files etc.

Facts:

- The new Treasurer has reconciled months from March to May, but needs help with bank reconciliations in June, end-of-year accrual invoices, etc.
- ***The Town auditor stated that he will not begin the audit until these are done and recommended VML consultant.***
- I contacted other Finance Directors for advice on a suitable low-cost, small town friendly consultant, with many years experience, to complete the task. Virginia Municipal League offered a consultant to complete the work for us (see letter of engagement attached).

Analysis:

- While the hourly fee is high, the fee is at the low end for the accounting range for this type of work (from \$125 to \$200/hour). The work will include both fixing the budgets and providing training:
 1. Bank reconciliations and correcting journal entries from June 2025 through current
 2. Accrual journal entries for FY2025 closing
 3. Review of payroll and payroll tax entries, making correcting journal entries, as needed
 4. Assistance with quarterly payroll tax filing for the quarters ending June 30, 2025 and September 30, 2025
 5. Training for new Treasurer

I requested a not to exceed amount of \$10,000 which will provide nearly 80 hours of assistance to get the 2025 audit, and our budget, back on track. If the work can be completed within 40 hours, the cost would be \$5,000 which is within the current budgeted amount for the audit of \$32,500.

Recommendation:

As per the Town auditor's recommendation, approve this engagement letter.



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

Christine Lopilato
Administrator, Accounting Services

November 10, 2025

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

RE: Letter of Engagement for Accounting Services

Dear Mr. Turille:

Thank you for the opportunity to present our Letter of Engagement for Accounting Services 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 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
- 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
November 10, 2025
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.

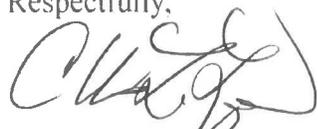
Estimated Fee

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
November 10, 2025
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.

The estimated cost of services requested by the Town shall not exceed \$10,000 without prior approval.

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.

Business Advisory Committee
Town of Louisa, Virginia

Purpose:

The Business Advisory Committee is established to strengthen, support, and promote the success of businesses within the Town of Louisa. The Committee will serve as an advisory body to the Town Council, providing insight, recommendations, and collaborative opportunities that enhance Louisa’s economic vitality, business growth, and community prosperity.

Objectives:

1. Support Small Business Success:

Identify the needs, challenges, and opportunities of local businesses and recommend actionable strategies that encourage their growth and sustainability.

2. Encourage Education & Workforce Development:

Promote business education, training, and mentoring opportunities that build capacity, strengthen workforce skills, and encourage entrepreneurship within the community.

3. Enhance Marketing & Visibility:

Develop and support initiatives that highlight and promote local businesses, encourage residents and visitors to “Shop Louisa,” and position the Town as a business-friendly community.

4. Foster Collaboration & Communication:

Strengthen communication and collaboration between the business community, Town Council, Town staff, civic organizations, and residents to create a unified approach to economic growth.

5. Advise on Policy & Planning:

Review and provide recommendations to the Town Council and staff on matters that impact the business community, including policies, programs, zoning, and economic development efforts.

Key Responsibilities:

- Conduct outreach, surveys, and engagement sessions with local business owners to identify emerging needs and opportunities.
- Recommend educational workshops, training sessions, and mentorship programs to support business owners and entrepreneurs.
- Advise on marketing campaigns and community events designed to increase awareness of Louisa’s business offerings.

- Identify and share information about local, regional, and state resources, grants, and funding opportunities for businesses.
- Provide input on infrastructure, permitting, signage, and other factors that influence the ease of doing business in the Town.
- Act as a communication link between the business community and the Town Council.
- Provide an annual report to Town Council summarizing committee activities, business feedback, and recommendations for the year ahead.

Membership:

- The Committee shall consist of five (5) to nine (9) members, appointed by the Louisa Town Council.
- Membership should reflect a diverse range of industries and business types, including retail, service, professional, hospitality, industrial, and nonprofit sectors.
- Members must either own, operate, or represent a business within the Town of Louisa or be an active participant in the local business community.
- Members shall serve two-year terms, with the option for reappointment at the discretion of the Town Council.

Meetings:

- The Committee shall meet quarterly, or more frequently as determined by the Chair.
- Meetings shall comply with the Virginia Freedom of Information Act (FOIA) and be open to the public.
- A Chair and Vice Chair shall be elected annually by Committee members.
- A majority of appointed members shall constitute a quorum for conducting business.

Reporting:

- The Committee shall provide a semiannual update and an annual written report to the Town Council summarizing activities, findings, and recommendations.
- The Committee may be invited to present additional reports or updates at the request of the Council or the Town Manager.

Support:

Town staff, under the direction of the Town Manager, shall provide administrative support to the Committee and coordinate communication between the Committee and the Town Council.

Downtown Events and Community Engagement

Town of Louisa, Virginia

Purpose:

The Downtown Events and Community Engagement Committee is established to guide the planning and coordination of events, programs, and initiatives that enhance the vitality, visibility, and vibrancy of Downtown Louisa. The Committee will work to attract residents and visitors, strengthen local business activity, and foster a sense of community pride through inclusive, engaging, and strategically aligned events that reflect the Town’s mission and values.

Objectives:

1. Promote Downtown Vitality and Tourism:

Develop and recommend events and programs that increase foot traffic, attract visitors, and showcase Downtown Louisa as a vibrant destination for residents, businesses, and tourists.

2. Support Local Businesses and Economic Growth:

Coordinate event and engagement efforts that stimulate local commerce, encourage “shop local” participation, and contribute to business development and revenue growth.

3. Foster Collaboration and Partnerships:

Work in partnership with local organizations, civic groups, businesses, and county partners to align efforts, share resources, and maximize the impact of community events.

4. Pursue Grants and Funding Opportunities:

Identify and recommend grant opportunities, sponsorships, and public-private partnerships that can support and expand event programming and community initiatives.

5. Encourage Inclusive Community Engagement:

Ensure all events and engagement strategies reflect the diverse needs, interests, and voices of Louisa residents, fostering participation and belonging across all demographics.

6. Align with Town Vision and Mission:

Support the Town Council’s strategic goals and ensure all activities and recommendations are consistent with the Town’s mission to promote a connected, welcoming, and forward-looking community.

Key Responsibilities:

- Plan, coordinate, and recommend events, festivals, and programs that enhance Downtown Louisa’s visibility and community appeal.
- Collaborate with the Business Advisory Committee, Louisa County, the Chamber of Commerce, schools, civic groups, and nonprofit partners to co-host or promote local events.
- Research and recommend grant programs, sponsorships, and funding sources to support event planning and community outreach.
- Develop strategies to engage residents, including feedback opportunities, volunteer initiatives, and community surveys.
- Evaluate events for effectiveness, inclusivity, and community impact; recommend improvements for future programming.
- Advise Town Council and staff on policies, infrastructure, and amenities that support downtown activities and tourism.
- Serve as a positive ambassador for Downtown Louisa, promoting civic pride and local participation.

Membership:

- The Committee shall consist of five (5) to nine (9) members, appointed by the Louisa Town Council.
- Membership should reflect a diverse mix of perspectives, including residents, business owners, civic organization representatives, and event or tourism professionals.
- Members shall serve two-year terms, with eligibility for reappointment as determined by the Town Council.
- Members should demonstrate an active interest in community engagement, event planning, and the enhancement of Downtown Louisa.

Meetings:

- The Committee shall meet quarterly, or more often as needed to plan and coordinate events.
- Meetings shall comply with the Virginia Freedom of Information Act (FOIA) and be open to the public.
- A Chair and Vice Chair shall be elected annually by the Committee members.
- A majority of appointed members shall constitute a quorum for conducting business.

Reporting:

- The Committee shall provide a semiannual update and an annual report to the Town Council summarizing its events, partnerships, community engagement outcomes, and recommendations.
- Additional presentations may be made at the request of the Town Council or Town Manager.

Support:

Town staff, under the direction of the Town Manager, shall provide administrative and logistical support to the Committee and coordinate communication with the Town Council and other partners

Statement of Personal Experience

In April of 2015 I started employment with Transamerica in Waynesboro Va. where I sold life and cancer insurance starting out moving into staff leadership and retirement solution for clients.

In 2017 I was moved to the Roanoke office to be the Director of the Southern region of Virginia until I completed my career with them in 2020.

In 2020 I was hired by Edward Jones; after training I took over an office in the Town of Louisa. Proudly, we are still serving our community offering financial freedom to all the individuals of the area through retirement services, investments, banking solutions, and life insurance. During my time here I have become a leader in our Edward Jones region along with winning several performance awards.

This entails a total of 10 years' experience of growing a practice, leading other individuals to success and developing future leaders. I have been able to learn, coach, and develop many things including my office on W Main St in the Town of Louisa. I look forward to bringing my experience to the EDA committee for the Town of Louisa.

Thank you,

Scott Jordan

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 Kersey and Town Council Members
From: Martin Nachtman, Chief of Police
Date: November 10, 2025
Re: Staff Report

The department participated in a joint coordination meeting with representatives from Louisa County Parks and Recreation, Buckingham Branch Railroad, and the Chamber of Commerce regarding the Christmas Parade scheduled for December 6, 2025. Discussions centered on ensuring smooth operation, which included reviewing potential route logistics, identifying staging areas, and coordinating resource allocation among the various entities.

We have received reports of new graffiti that has appeared both in the garden area and at the railroad depot. I have requested special checks in the downtown area. Victims and other business owners have been asked to remain vigilant and report any further vandalism immediately.

Two of our patrol vehicles now have standalone License Plate Readers (LPRs) installed. This project, which was initially implemented by Chief Buckley during his tenure, saw the equipment finally delivered and properly installed this week. We are currently working through a couple of minor IT issues to finalize the data integration process, but we anticipate the LPRs will be fully operational in the very near future.

Our third annual Halloween event was a success. We had a total of three vehicles roaming through the neighborhoods, and we received a lot of positive feedback from the community regarding the initiative. Unfortunately, at the conclusion of the event, officers were dispatched to the downtown area for a vandalism incident where two suspects knocked over various items on the business sidewalks.

On November 3rd at 7:00 p.m., we monitored a prayer event that took place on the Circuit Court lawn. We maintained a visible presence to ensure safety and security, per the organizer's request, and the event concluded without incident.

Regarding staffing, the department is currently working on two applications for the position of Police Officer. We are moving through the final phases of the hiring process and expect to extend conditional job offers to these candidates in the very near future.

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To: Mayor Kersey and Town Council Members
From: Anthony Larry, General Superintendent of Public Works
Date: November 3, 2025
Re: Staff Report – October 2025

Completed Projects

- Repair of sewer line replacement on McDonald Street.
- Installed column toppers at the columbarium.

New / Active Initiatives

- Replaced non-working lights at Town Hall Arts Center.
- Water Main repair on Ellisville Drive and West Street.
- Repair of Manhole at 216 E. Main Street.
- Replacement of the Water Meter and the galvanized lateral at 109 Ellisville Drive.
- Water leak at 103 Cammack Street.

Routine / Ongoing Work

- Routine maintenance (mowing, weed eating, trimming, street repairs, debris removal).
- Utility operations (waterline repairs, sewer maintenance, monthly water meter reads, hydrant checks).
- Equipment use and repairs (trucks, loaders, backhoes, etc.).

Administration

- 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.
- Attended Confined Space Training put on by the County.
- Worked on Water Disconnect Policy and Grease Trap Policy with the assistance of the Town of Louisa Clerk.

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To: Mayor Kersey and Town Council Members
From: Stephanie Dorman, Clerk
Date: November 6, 2025
Re: Staff Report

FOIA:

1. I received four FOIA requests this month regarding past budget information and zoning. This request was fulfilled and has been paid for by the requestor.

Cemetery:

1. Sold two cemetery lots.

Council:

1. Working with IT to obtain email addresses for Council and Planning Commission.

Administration:

1. Generated commercial trash invoices.
2. Deputy Clerk started on November 3rd.
3. Met with Savvy Citizen.
4. Sent notices to businesses and lodges regarding July tax increases.
5. Provided Town Manager with memos on:
 - a. Cigarette Taxes
 - b. Admission Taxes
 - c. Communication Taxes
 - d. Zoning Fees

Upcoming Meetings:

1. December 16, 2025 @ 6:00pm– Regular Scheduled Meeting



Town Manager's Report November 18, 2025

1. Meeting with VDOT:

met with the VDOT District office to discuss a request for reimbursement of the closed 2017 Sidewalk grant, asking for a credit offset for the amount of invoiced dollars the Town fronted for the project design. I used the meeting as an opportunity to build a relationship with the District Office and am meeting with the VDOT local engineer to discuss traffic solutions for the increased traffic we are seeing now, and will see in the future.

2. Water-Sewer Committee meeting:

Met to get a status update on the water sewer infrastructure. As we heard tonight, this will require more input from me with the Project Manager, to meet project schedules and deadlines.

3. Improved Coordination with Chamber, EDA and Downtown Merchants:

coordinating with the County, Chamber and EDA to communicate better with the Downtown merchants on opportunities for customers, such as the Christmas parade and Buckingham RR. You will be receiving more information on the Christmas parade, tree lighting, etc. soon.

4. Collaboration with Buckingham RR for opening:

Working with the Project Manager to assist his operation for the its opening this month, including the Santa express. Last I read, they needed a Santa, if anyone is interested. More seriously, working with County GIS for a Fire-EMS GIS address, for prompt public safety support.

5. Economic Development:

proposing a staff meeting with all area stakeholders involved with Town's economic future, to sit down and coordinate the Downtown and economic future of the Town, building on the recent development we are seeing but also charting our own course, to bring inter-generational knowledge-based jobs to the Town. This will include County Economic Development Department, Parks and Recreation, EDA, Chamber of Commerce to coordinate our efforts.

6. Coordination with County Parks & Recreation:

Met with County Parks/Recreation and the Chamber to coordinate our mutual events in the Town, such as the Christmas parade and the Buckingham RR. This forms a work group to promote the downtown and all our economic development opportunities.

7. Staff Recognition:

- For the Clerk, Ms. Dorman, for her dedication to support the Town during a difficult time.
- the Public Works Superintendent, Mr. Larry and his staff, for working through Saturday and Sunday to repair a significant water main break, resolved with minimal disruption to our taxpayers and the business community. **Good job!!**