



Agenda
Scheduled Meeting
Louisa Town Council
212 Fredericksburg Avenue
Louisa, Virginia 23093
Tuesday, January 16, 2024

6:00 pm Convene Regular Session

Invocation

Pledge to the Flag

Business from the Floor

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.

Consent Agenda

Meeting Agenda Approval

Consideration of Accounts and Appropriations

Approval of Minutes – December 19, 2023

Sale of Cemetery Lots

New Business

1. VDOT Transportation Alternative Grant – Extension Letter

Standing Committees

Personnel Committee

Reports from Staff

Police Chief

Project Manager

Legal Counsel

Clerk/Treasurer

Manager

Closed Session

Consider in closed session, in accordance with the Virginia Code & Freedom of Information Act.

Comments by Members of Town Council

Adjournment



January 16, 2024
6:00 pm
Convene Regular Session

Consent Agenda

Meeting Agenda Approval

Consideration of Accounts and Appropriations

Approval of Minutes:
December 19, 2023

Sale of Cemetery Lots

Deposit Account Balances

As of December 31, 2023

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

Blue Ridge Bank	999 103 0008	\$ 983,619.13	N/A	N/A	N/A
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General Fund (100)

LGIP	999 105 0001	\$ 354,663.96	N/A	Monthly	5.685%
LGIP (Oakland Cemetery)	999 105 0002	\$ 50,065.41	N/A	Monthly	5.685%
Blue Ridge Bank - Savings Account	999 103 0017	\$ 298,685.83	N/A	Quarterly	0.030%
Blue Ridge Bank - Money Market Account	999 103 0009	\$ 713,473.26	N/A	Monthly	0.200%
Blue Ridge Bank - PF ARPA Funds MM	999 103 0020	\$ 1,802,548.40	N/A	Monthly	0.150%
General Fund - Total		\$ 3,219,436.86			

Water Fund (501)

LGIP	999 105 0003	\$ 755,405.25	N/A	Monthly	5.685%
Blue Ridge Bank - Savings Account	999 103 0018	\$ 411,375.59	N/A	Monthly	0.200%
Water Fund - Total		\$ 1,166,780.84			

Sewer Fund (502)

LGIP	999 105 0005	\$ 347,171.57	N/A	Monthly	5.685%
United Bank - Checking Account	999 108 0006	\$ 1,425.26	N/A	N/A	N/A
Sewer Fund - Total		\$ 348,596.83			

Hillcrest Cemetery Fund (702)

LGIP	999 105 0004	\$ 498,154.63	N/A	Monthly	5.685%
Hillcrest Fund - Total		\$ 498,154.63			

Total Cash on Deposit (All Institutions)	\$ 6,216,588.29
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Total Cash on Deposit at Blue Ridge Bank	\$ 4,209,702.21
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Total Cash on Deposit at United Bank	\$ 1,425.26
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Total Cash on Deposit at LGIP	\$ 2,005,460.82
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General Fund Revenue (Fund 100)

Account Number	Description	Budget	Received	Balance
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Taxes (RE, PP, PS)

100-11010-0001	Real Estate Current Year Tax	\$ 290,000.00	\$ 119,497.89	\$ 170,502.11
100-11010-0002	Delinquent Real Estate Tax	\$ 3,000.00	\$ 1,984.49	\$ 1,015.51
100-11020-0001	Personal Property Current Year Tax	\$ 78,000.00	\$ 34,076.17	\$ 43,923.83
100-11020-0002	Delinquent Personal Property Tax	\$ 2,000.00	\$ 2,914.93	\$ (914.93)
100-11020-0003	VA Personal Property Relief Allowance	\$ 21,378.00	\$ 21,378.84	\$ (0.84)
100-11025-0001	Public Service Tax Current Year	\$ 7,000.00	\$ 2,733.56	\$ 4,266.44
100-11060-0001	Penalties - All Property Tax	\$ 1,500.00	\$ 559.77	\$ 940.23
100-11060-0002	Interest - All Property Tax	\$ 1,000.00	\$ 979.29	\$ 20.71

Local Taxes

100-12010-0001	Local Sales Use and Tax	\$ 110,000.00	\$ 70,427.87	\$ 39,572.13
100-12020-0002	Consumption Tax	\$ 4,000.00	\$ 3,687.62	\$ 312.38
100-12030-0001	Business License Tax	\$ 250,000.00	\$ 62,207.44	\$ 187,792.56
100-12060-0001	Bank Stock Tax	\$ 190,000.00	\$ -	\$ 190,000.00
100-12100-0001	Transient Lodging Tax	\$ 2,000.00	\$ 1,438.04	\$ 561.96
100-12110-0001	Meals Tax	\$ 750,000.00	\$ 346,596.85	\$ 403,403.15

Permits and Other Licenses

100-13030-0007	Zoning Permits	\$ 1,000.00	\$ 1,065.00	\$ (65.00)
100-13030-0100	Special Use Permits	\$ 1,500.00	\$ 750.00	\$ 750.00

Fines and Forfeitures

100-14010-0001	Court Fines & Forfeitures	\$ 2,500.00	\$ 2,291.76	\$ 208.24
100-14010-0005	Parking Violation Fees	\$ 150.00	\$ -	\$ 150.00
100-24040-0015	PD Fines/Charges	\$ 300.00	\$ 205.00	\$ 95.00

Other Revenue

100-15010-0001	Interest Earned	\$ 12,500.00	\$ 13,110.48	\$ (610.48)
100-15020-0005	Pettit Storage Rental	\$ 4,800.00	\$ 2,000.00	\$ 2,800.00
100-15020-0009	Parking Lot Building Rental	\$ 6,000.00	\$ 5,500.00	\$ 500.00
100-15020-0015	Arts Center Lease Rent	\$ 12,000.00	\$ -	\$ 12,000.00
100-16080-0001	Solid Waste Fees	\$ 8,000.00	\$ 3,848.00	\$ 4,152.00
100-16080-0004	Brush Removal	\$ 100.00	\$ -	\$ 100.00
100-18990-0001	Miscellaneous	\$ 500.00	\$ 5,130.18	\$ (4,630.18)
100-18990-0013	NSF Fees	\$ 50.00	\$ 50.00	\$ -
100-18990-0702	Lot Sales at Hillcrest Cemetery	\$ 5,000.00	\$ 4,266.67	\$ 733.33

Due From Other Governments

100-22010-0005	Rolling Stock Tax	\$ 1,600.00	\$ -	\$ 1,600.00
100-22010-0006	Communication Tax	\$ 4,300.00	\$ 1,566.22	\$ 2,733.78
100-22010-0010	Auto Rental Tax	\$ 750.00	\$ -	\$ 750.00
100-23201-0003	Arts Center Grant	\$ 4,500.00	\$ 4,500.00	\$ -
100-24010-0005	TEA Grant Downtown	\$ 1,134,000.00	\$ -	\$ 1,134,000.00
100-24040-0001	Law Enforcement - 599 Funds	\$ 45,000.00	\$ 22,616.00	\$ 22,384.00
100-24040-0006	DCJS Grants	\$ -	\$ 500.00	\$ (500.00)
100-24040-0007	Anti-Litter Grant	\$ 1,200.00	\$ 2,189.00	\$ (989.00)
100-24040-0012	Fire Program Grant	\$ 15,000.00	\$ -	\$ 15,000.00
100-33201-2020	ARPA Grant	\$ -	\$ 24,080.40	\$ (24,080.40)

Transfers from Reserves/Other Funds

100-41050-0006	Transfer from Reserves - TA Sidewalk	\$ 687,000.00	\$ -	\$ 687,000.00
Total Revenue General Fund		\$ 3,657,628.00	\$ 762,151.47	\$ 2,895,476.53

General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
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Town Administration/Town Hall

Administrative Salaries and Benefits

100-10000-1110	Salaries - Mayor	\$ 3,600.00	\$ 1,800.00	\$ 1,800.00
100-10000-1111	Salaries - Administration	\$ 142,500.00	\$ 64,272.00	\$ 78,228.00
100-10000-1115	Salaries - Planning Commission	\$ 4,500.00	\$ 2,250.00	\$ 2,250.00
100-10000-1116	Salaries - Grounds	\$ 21,000.00	\$ 6,232.46	\$ 14,767.54
100-10000-1711	Salaries - Council	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00
100-10000-2100	FICA	\$ 13,000.00	\$ 6,254.80	\$ 6,745.20
100-10000-2210	VRS	\$ 9,600.00	\$ 4,777.66	\$ 4,822.34
100-10000-2240	Group Life Insurance	\$ 2,200.00	\$ 962.85	\$ 1,237.15
100-10000-2300	Medical Insurance	\$ 42,000.00	\$ 11,560.79	\$ 30,439.21
100-10000-2310	Dental Insurance	\$ 2,000.00	\$ 682.76	\$ 1,317.24
100-10000-2700	Worker's Compensation	\$ 30,000.00	\$ 18,933.75	\$ 11,066.25

Operating Expenses

100-10000-3100	Custodial Services	\$ 17,000.00	\$ 6,750.00	\$ 10,250.00
100-10000-3101	Custodial Supplies	\$ 3,000.00	\$ 1,444.55	\$ 1,555.45
100-10000-3120	Audit Fees	\$ 30,000.00		\$ 30,000.00
100-10000-3150	Legal Fees	\$ 54,000.00	\$ 22,500.00	\$ 31,500.00
100-10000-3160	Website/Email Maintenance	\$ 4,000.00	\$ 1,649.70	\$ 2,350.30
100-10000-3180	Bank Fees	\$ 100.00	\$ 8.00	\$ 92.00
100-10000-3190	Economic Development/Donations	\$ 3,000.00	\$ 585.86	\$ 2,414.14
100-10000-3330	Repairs & Maintenance Grounds	\$ 19,500.00	\$ 8,849.17	\$ 10,650.83
100-10000-3340	Building Contractual Services	\$ 15,000.00	\$ 3,764.41	\$ 11,235.59
100-10000-3350	Equipment Repairs/Supplies TH	\$ 5,000.00	\$ 256.22	\$ 4,743.78
100-10000-3600	Advertising	\$ 8,000.00	\$ 5,206.62	\$ 2,793.38
100-10000-5120	Electricity	\$ 14,000.00	\$ 9,924.49	\$ 4,075.51
100-10000-5130	Fuel Oil	\$ 3,500.00	\$ -	\$ 3,500.00
100-10000-5210	Postage	\$ 3,500.00	\$ 1,107.63	\$ 2,392.37
100-10000-5215	Tax Preparation	\$ 2,500.00	\$ 1,802.67	\$ 697.33
100-10000-5230	Telephone	\$ 6,800.00	\$ 3,291.16	\$ 3,508.84
100-10000-5235	Cell Phones	\$ 4,000.00	\$ 1,815.45	\$ 2,184.55
100-10000-5309	Insurance (VRSA)	\$ 23,000.00	\$ 17,886.00	\$ 5,114.00
100-10000-5410	Lease Equipment (Copier)	\$ 2,250.00	\$ 1,076.76	\$ 1,173.24
100-10000-5540	Conferences & Education	\$ 5,000.00	\$ -	\$ 5,000.00
100-10000-5556	Town 150th Anniversary Celebration	\$ 15,000.00	\$ 14,614.00	\$ 386.00
100-10000-5800	Miscellaneous	\$ 1,000.00	\$ 54.57	\$ 945.43
100-10000-5810	Code Updates	\$ 2,000.00	\$ 1,195.00	\$ 805.00
100-10000-6001	Office Supplies	\$ 6,500.00	\$ 3,630.72	\$ 2,869.28
100-10000-6002	Shenandoah Water	\$ 250.00	\$ 65.68	\$ 184.32
100-10000-6003	Emergency Generator Maintenance	\$ 1,200.00	\$ -	\$ 1,200.00
100-10000-6004	Alarm Monitoring	\$ 800.00	\$ -	\$ 800.00
100-10000-6005	Elevator Maintenance & Inspection	\$ 2,000.00	\$ 531.54	\$ 1,468.46
100-10000-6006	Fire System Maintenance & Inspection	\$ 2,500.00	\$ -	\$ 2,500.00
100-10000-6007	Propane	\$ 5,000.00	\$ 1,212.46	\$ 3,787.54
100-10000-6008	Road Fuel	\$ 3,500.00	\$ 865.78	\$ 2,634.22
100-10000-6010	HVAC Service Contract	\$ 1,800.00	\$ -	\$ 1,800.00
100-10000-6011	Fire Alarm Maintenance & Inspection	\$ 2,000.00	\$ 750.00	\$ 1,250.00
100-10000-6012	Dues & Subscriptions	\$ 3,000.00	\$ 2,350.06	\$ 649.94
100-10000-6021	Safety Equipment	\$ 3,000.00	\$ -	\$ 3,000.00

Account Number	Description	Budget	Spent	Balance
Town Administration/Town Hall				
100-10000-8214	BAI Computer System	\$ 14,000.00	\$ 7,146.00	\$ 6,854.00
100-10000-8220	Computer Tech Support	\$ 19,000.00	\$ 7,841.27	\$ 11,158.73
100-10000-8222	Computer Equipment Upgrade	\$ 5,000.00	\$ 934.70	\$ 4,065.30

Grants Awarded

100-10000-7018	Commission for the Arts Grant Funding	\$ 9,000.00	\$ 9,000.00	\$ -
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Capital Improvements

100-10000-8100	Capital Improvement	\$ 10,000.00	\$ -	\$ 10,000.00
100-10000-8175	Stormwater Pond Management - Countryside	\$ 50,000.00	\$ -	\$ 50,000.00
100-10000-8212	Capital Expense - Vehicles	\$ -	\$ -	\$ -

Administrative Debt Service

100-10000-9002	LAC Debt Service	\$ 72,204.00	\$ 36,102.00	\$ 36,102.00
100-10000-9230	Principal 2008 GO Bonds (R1 2 3)	\$ 117,660.00	\$ 58,830.00	\$ 58,830.00

Transfers

100-93100-0702	Transfer Hillcrest Cemetery	\$ 33,319.00	\$ -	\$ 33,319.00
Total Town Administration/Town Hall Expenses		\$ 885,283.00	\$ 356,769.54	\$ 528,513.46

General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
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Police Department

Police Department Salaries and Benefits

100-31000-1139	Salaries	\$ 346,000.00	\$ 103,177.86	\$ 242,822.14
100-31000-1140	Overtime	\$ 7,000.00	\$ 3,715.09	\$ 3,284.91
100-31000-1150	Holiday/Part Time Pay	\$ 3,400.00	\$ 979.94	\$ 2,420.06
100-31000-2100	FICA	\$ 27,500.00	\$ 8,261.28	\$ 19,238.72
100-31000-2210	VRS	\$ 16,300.00	\$ 4,463.14	\$ 11,836.86
100-31000-2240	Group Life Insurance	\$ 4,000.00	\$ 947.08	\$ 3,052.92
100-31000-2300	Medical Insurance	\$ 57,000.00	\$ 12,400.92	\$ 44,599.08
100-31000-2310	Dental Insurance	\$ 2,500.00	\$ 757.77	\$ 1,742.23

Police Department Operating Expenses

100-31000-2350	Employee Hire Process	\$ 3,000.00	\$ 880.00	\$ 2,120.00
100-31000-3310	Equipment Replacement	\$ 20,000.00	\$ 431.18	\$ 19,568.82
100-31000-3330	Police Building Maintenance	\$ 3,500.00	\$ 1,091.18	\$ 2,408.82
100-31000-3710	Uniform Replacement	\$ 5,000.00	\$ 3,572.24	\$ 1,427.76
100-31000-5120	Electricity	\$ 2,500.00	\$ 1,114.87	\$ 1,385.13
100-31000-5215	Propane Generator	\$ 500.00	\$ -	\$ 500.00
100-31000-5230	Police Telephone	\$ 1,000.00	\$ 456.05	\$ 543.95
100-31000-5235	Cell Phone	\$ 7,000.00	\$ 2,893.28	\$ 4,106.72
100-31000-5309	Line of Duty Benefit	\$ 8,000.00	\$ 4,892.25	\$ 3,107.75
100-31000-5410	Copier	\$ 1,500.00	\$ 1,326.51	\$ 173.49
100-31000-5450	State Police VCIN Terminal	\$ 250.00	\$ 198.00	\$ 52.00
100-31000-5540	Conferences/Education	\$ 5,000.00	\$ 570.00	\$ 4,430.00
100-31000-5800	Miscellaneous	\$ 250.00	\$ -	\$ 250.00
100-31000-5810	Dues, Subscriptions	\$ 6,000.00	\$ 4,298.95	\$ 1,701.05
100-31000-5820	Attorney Fees	\$ 500.00	\$ -	\$ 500.00
100-31000-5830	Police Public Relations	\$ 2,500.00	\$ 168.98	\$ 2,331.02
100-31000-5850	PD Health and Wellness Program	\$ 4,400.00	\$ -	\$ 4,400.00
100-31000-6001	Office Supplies/Materials	\$ 2,500.00	\$ 332.47	\$ 2,167.53
100-31000-6008	Fuel	\$ 14,500.00	\$ 3,074.11	\$ 11,425.89
100-31000-6009	Repairs & Maintenance Vehicles	\$ 9,000.00	\$ 949.71	\$ 8,050.29
100-31000-6014	Police Radios	\$ 1,000.00	\$ -	\$ 1,000.00
100-31000-6050	Accreditation Assessment Fees	\$ 3,000.00	\$ -	\$ 3,000.00
100-31000-8103	Video Camera Vehicles	\$ 1,500.00	\$ -	\$ 1,500.00
100-31000-8104	CAD/RMS Upgrade	\$ 11,000.00	\$ 9,148.30	\$ 1,851.70

Police Department Capital Improvements

100-31000-8218	Server/Computers/Alarm	\$ 20,000.00	\$ 8,657.27	\$ 11,342.73
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Police Department Grant Expenses

100-31000-8223	PD ARPA Grant	\$ -	\$ 24,080.40	\$ (24,080.40)
Total Police Expenditures		\$ 597,100.00	\$ 202,838.83	\$ 394,261.17

General Fund Expenses (Fund100)

Account Number	Description	Budget	Spent	Balance
Fire and Rescue Departments				

Contributions and Grants

100-32100-5640	Fire Dept. Contribution	\$ 6,000.00	\$ -	\$ 6,000.00
100-32100-5641	Fire Programs Grant	\$ 15,000.00	\$ -	\$ 15,000.00
100-32100-5740	Rescue Squad Contribution	\$ 6,000.00	\$ 6,000.00	\$ -
Total Fire/Rescue Expense		\$ 27,000.00	\$ 6,000.00	\$ 21,000.00

Streets and Sidewalks Expenses

Streets and Sidewalks Salaries and Benefits

100-41000-1130	Salaries - Streets & Sidewalks	\$ 58,500.00	\$ 26,375.12	\$ 32,124.88
100-41000-1140	Overtime	\$ 4,000.00	\$ 2,063.92	\$ 1,936.08
100-41000-1150	Part Time	\$ 4,000.00	\$ 420.00	\$ 3,580.00
100-41000-2100	FICA	\$ 5,100.00	\$ 2,157.64	\$ 2,942.36
100-41000-2210	VRS	\$ 3,400.00	\$ 1,460.88	\$ 1,939.12
100-41000-2240	Group Life Insurance	\$ 800.00	\$ 303.46	\$ 496.54
100-41000-2300	Medical Insurance	\$ 14,000.00	\$ 4,352.40	\$ 9,647.60
100-41000-2310	Dental Insurance	\$ 670.00	\$ 254.01	\$ 415.99

Streets and Sidewalks Operations

100-41000-3330	Repairs on Streets & Sidewalks	\$ 4,000.00	\$ 2,804.44	\$ 1,195.56
100-41000-3350	Main Street Parking	\$ 22,500.00	\$ 10,265.40	\$ 12,234.60
100-41000-5120	Electricity	\$ 23,500.00	\$ 9,610.71	\$ 13,889.29
100-41000-5800	Miscellaneous	\$ 100.00	\$ 84.08	\$ 15.92
100-41000-6003	Agricultural/Beautification	\$ 5,000.00	\$ 3,550.55	\$ 1,449.45
100-41000-6007	Repairs & Maintenance Supplies	\$ 2,500.00	\$ 1,930.37	\$ 569.63
100-41000-6008	Fuel	\$ 5,100.00	\$ 887.37	\$ 4,212.63
100-41000-6009	Vehicle Maintenance	\$ 5,000.00	\$ 850.25	\$ 4,149.75
100-41000-6011	Uniforms	\$ 4,000.00	\$ 556.69	\$ 3,443.31
100-41000-6023	Snow Removal Supplies	\$ 3,000.00	\$ -	\$ 3,000.00

Streets and Sidewalks Shop

100-41000-7100	Shop Building Maintenance	\$ 1,500.00	\$ 408.93	\$ 1,091.07
100-41000-7200	Equipment Repairs	\$ 4,000.00	\$ 3,857.47	\$ 142.53
100-41000-7300	Shop Supplies/Utilities	\$ 1,500.00	\$ 640.19	\$ 859.81
100-41000-8101	Equipment Replacement	\$ 3,000.00	\$ 1,952.26	\$ 1,047.74

Streets and Sidewalks Capital Improvements

100-41000-8100	Capital Improvements Buildings			\$ -
100-41000-8102	Capital Improvements S/S	\$ 11,000.00	\$ 21,500.00	\$ (10,500.00)
100-41000-7250	Sidewalk Construction - VDOT	\$ 1,830,000.00	\$ -	\$ 1,830,000.00
Total Streets/Sidewalk Expense		\$ 2,016,170.00	\$ 96,286.14	\$ 1,919,883.86

Trash and Recycle Expenses

Contract Fees

100-42300-3050	Fuel Surcharge	\$ 3,000.00	\$ -	\$ 3,000.00
100-42300-4000	Subcontract Work - Updike	\$ 66,200.00	\$ 33,202.00	\$ 32,998.00
100-42300-4001	Contract Contingency - Add Cans	\$ 4,000.00	\$ 100.00	\$ 3,900.00
100-42350-3000	Tipping Fee - County of Louisa	\$ 21,000.00	\$ 7,714.80	\$ 13,285.20
100-42350-4000	Subcontract Work - Updike Recycle	\$ 10,000.00	\$ 4,998.00	\$ 5,002.00
Total Trash Expense		\$ 104,200.00	\$ 46,014.80	\$ 58,185.20

Account Number	Description	Budget	Spent	Balance
Ball Park Expenses				

Maintenance Expenses

100-71300-5110	Electric	\$ 1,200.00	\$ 980.55	\$ 219.45
100-71300-5200	Field Facility Improvements	\$ 3,000.00	\$ -	\$ 3,000.00
Total Ball Park Expense		\$ 4,200.00	\$ 980.55	\$ 3,219.45

Oakland Cemetery

Oakland Salaries and Benefits

100-71400-1130	Salaries - Oakland	\$ 12,000.00	\$ 4,236.44	\$ 7,763.56
100-71400-2100	FICA	\$ 900.00	\$ 328.32	\$ 571.68
100-71400-2210	VRS	\$ 700.00	\$ 278.76	\$ 421.24
100-71400-2240	Group Life Insurance	\$ 160.00	\$ 57.72	\$ 102.28
100-71400-2300	Medical Insurance	\$ 2,300.00	\$ 570.09	\$ 1,729.91
100-71400-2310	Dental Insurance	\$ 115.00	\$ 41.24	\$ 73.76

Oakland Operations

100-71400-3310	Repairs and Maintenance	\$ 7,200.00	\$ 4,500.00	\$ 2,700.00
100-71400-6008	Fuel	\$ 100.00	\$ -	\$ 100.00
100-71400-6017	Lights and Flags	\$ 200.00	\$ 46.13	\$ 153.87
Total Oakland Cemetery		\$ 23,675.00	\$ 10,058.70	\$ 13,616.30

Total General Fund Expenses		\$ 3,657,628.00	\$ 718,948.56	\$ 2,938,679.44
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Water Fund Revenue (Fund 501)

Account Number	Description	Budget	Received	Balance
501-15010-0001	Interest Earned	\$ 16,100.00	\$ 20,915.43	\$ (4,815.43)
501-16001-0001	Water Revenue	\$ 610,000.00	\$ 320,637.62	\$ 289,362.38
501-16001-0003	Water Connections	\$ 23,900.00	\$ 19,120.00	\$ 4,780.00
501-16001-0007	Penalty Fees	\$ 4,000.00	\$ 3,450.00	\$ 550.00
501-41050-0002	Loan Proceeds	\$ 1,402,000.00	\$ -	\$ 1,402,000.00
Total Water Revenue		\$ 2,056,000.00	\$ 364,123.05	\$ 1,691,876.95

Water Fund Expenses (Fund 501)

Account Number	Description	Budget	Spent	Balance
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Water Salaries and Benefits

501-45000-1130	Salaries - Water	\$ 92,764.00	\$ 33,532.13	\$ 59,231.87
501-45000-1140	Overtime	\$ 5,000.00	\$ 2,541.57	\$ 2,458.43
501-45000-1150	Part time	\$ 2,000.00	\$ -	\$ 2,000.00
501-45000-2100	FICA	\$ 8,000.00	\$ 2,788.18	\$ 5,211.82
501-45000-2210	VRS	\$ 5,700.00	\$ 2,422.67	\$ 3,277.33
501-45000-2240	Group Life Insurance	\$ 1,400.00	\$ 509.35	\$ 890.65
501-45000-2300	Medical Insurance	\$ 15,250.00	\$ 3,260.64	\$ 11,989.36
501-45000-2310	Dental Insurance	\$ 700.00	\$ 287.96	\$ 412.04

Operating Expenses

501-45000-3180	Water Tank Maintenance	\$ 19,300.00	\$ 8,800.58	\$ 10,499.42
501-45000-3185	Operator Contract Fees	\$ 7,236.00	\$ 3,015.00	\$ 4,221.00
501-45000-3310	Repairs & Maintenance Equipment	\$ 1,000.00	\$ -	\$ 1,000.00
501-45000-3600	Advertising	\$ 1,000.00	\$ -	\$ 1,000.00
501-45000-5130	Water Purchased	\$ 345,000.00	\$ 129,371.34	\$ 215,628.66
501-45000-5210	Postage/Billing Supplies	\$ 4,300.00	\$ 2,254.96	\$ 2,045.04
501-45000-5220	Water Testing Fees	\$ 4,000.00	\$ 350.00	\$ 3,650.00
501-45000-5650	VDOT Fees	\$ 100.00	\$ 200.00	\$ (100.00)
501-45000-5660	Waterworks Operation Fund	\$ 2,500.00	\$ 1,147.50	\$ 1,352.50
501-45000-5670	Miss Utility	\$ 750.00	\$ 153.70	\$ 596.30
501-45000-5680	Road Repairs	\$ 3,500.00	\$ 3,500.00	\$ -
501-45000-5690	Electricity Tower Pumps	\$ 1,000.00	\$ 193.16	\$ 806.84
501-45000-5800	Miscellaneous	\$ 100.00	\$ -	\$ 100.00
501-45000-5810	Dues/Subscriptions	\$ 500.00	\$ 400.00	\$ 100.00
501-45000-5840	CSX Right of Way	\$ 700.00	\$ -	\$ 700.00
501-45000-6001	Supplies	\$ 10,000.00	\$ 8,021.76	\$ 1,978.24
501-45000-6008	Fuel	\$ 2,500.00	\$ 383.21	\$ 2,116.79
501-45000-6010	Mapping	\$ 700.00	\$ 700.00	\$ -
501-45000-6011	Uniforms	\$ 1,500.00	\$ 544.91	\$ 955.09
501-45000-6510	Itron Software Handhelds	\$ 4,250.00	\$ 4,680.00	\$ (430.00)
501-45000-6520	Itron Software Support	\$ 4,250.00	\$ -	\$ 4,250.00
501-45000-6555	VDH Planning/Design Grant	\$ -	\$ -	\$ -
501-45000-7000	Joint Operations LCWA Connect	\$ -	\$ 1,835.00	\$ (1,835.00)

Capital Improvements

501-45000-6004	Hydrant Replacement & Maintenance	\$ -	\$ -	\$ -
501-45000-8100	Capital Expenditures	\$ 20,000.00	\$ -	\$ 20,000.00
501-45000-8175	Contractual Services Water Operations	\$ 15,000.00	\$ 10,560.00	\$ 4,440.00
501-45000-9300	Water Contingency	\$ 18,000.00	\$ 6,540.96	\$ 11,459.04
501-45000-9305	Water Line Replacement Project	\$ 1,402,000.00	\$ 77,904.24	\$ 1,324,095.76

Transfers

501-93100-0501	Water to Sewer for Transfer for Operations	\$ 56,000.00	\$ -	\$ 56,000.00
Total Water Expenses		\$ 2,056,000.00	\$ 305,898.82	\$ 1,750,101.18

Sewer Fund Revenue (Fund 502)

Account Number	Description	Budget	Received	Balance
502-15010-0001	Interest Earned	\$ 9,000.00	\$ 9,421.88	\$ (421.88)
502-16001-0002	Sewer Revenue	\$ 610,000.00	\$ 334,156.32	\$ 275,843.68
502-16001-0004	Sewer Connection	\$ 38,600.00	\$ 30,880.00	\$ 7,720.00
502-18990-0007	Reserves	\$ 40,930.00	\$ -	\$ 40,930.00
502-41050-0502	Water to Sewer for Transfer for Operations	\$ 56,000.00	\$ -	\$ 56,000.00
Total Sewer Revenue		\$ 754,530.00	\$ 374,458.20	\$ 380,071.80

Sewer Fund Expenses (Fund 502)

Account Number	Description	Budget	Spent	Balance
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Sewer Salaries and Benefits

502-45500-1130	Salaries	\$ 106,000.00	\$ 36,360.26	\$ 69,639.74
502-45500-1145	Overtime	\$ 2,000.00	\$ 715.55	\$ 1,284.45
502-45500-1150	Part time	\$ 1,000.00	\$ -	\$ 1,000.00
502-45500-2100	FICA	\$ 8,500.00	\$ 2,862.68	\$ 5,637.32
502-45500-2210	VRS	\$ 6,200.00	\$ 2,554.17	\$ 3,645.83
502-45500-2240	Group Life Insurance	\$ 1,450.00	\$ 534.67	\$ 915.33
502-45500-2300	Medical Insurance	\$ 15,500.00	\$ 3,969.06	\$ 11,530.94
502-45500-2310	Dental Insurance	\$ 740.00	\$ 313.81	\$ 426.19

Operating Expenses

502-45500-3310	Repairs/Maintenance Equipment	\$ 2,000.00	\$ 1,413.20	\$ 586.80
502-45500-3330	Repairs/Maintenance Buildings	\$ 1,000.00	\$ -	\$ 1,000.00
502-45500-3340	Contractual Services RSTP	\$ 385,000.00	\$ 201,391.01	\$ 183,608.99
502-45500-3345	RSTP Plant Improvements	\$ 2,000.00	\$ -	\$ 2,000.00
502-45500-5120	Electricity	\$ 3,000.00	\$ 1,416.98	\$ 1,583.02
502-45500-5210	Postage/Billing Supplies	\$ 4,300.00	\$ 2,254.93	\$ 2,045.07
502-45500-5230	Telephone - Pump Station	\$ 600.00	\$ 312.36	\$ 287.64
502-45500-5680	Road Repairs	\$ 1,500.00	\$ 1,500.00	\$ -
502-45500-5800	Miscellaneous	\$ 100.00	\$ 29.98	\$ 70.02
502-45500-6001	Supplies	\$ 3,500.00	\$ 2,712.82	\$ 787.18
502-45500-6008	Fuel	\$ 1,200.00	\$ 383.19	\$ 816.81
502-45500-6011	Uniforms	\$ 1,500.00	\$ 544.93	\$ 955.07

Capital Improvements

502-45500-8175	Contractual Services Sewer Operations	\$ 30,000.00	\$ 15,025.61	\$ 14,974.39
502-45500-9300	Sewer Contingency	\$ 8,000.00	\$ 7,000.00	\$ 1,000.00

Debt Service

502-45500-9210	Principal 2001 GO Bonds (RD)	\$ 66,492.00	\$ 31,373.88	\$ 35,118.12
502-45500-9230	Principal 2010 GO Bonds (WWTP)	\$ 94,068.00	\$ 46,309.23	\$ 47,758.77
502-45500-9250	Principal 2020 GO Bond (Reline)	\$ 8,880.00	\$ 4,209.44	\$ 4,670.56
Total Sewer Expenses		\$ 754,530.00	\$ 363,187.76	\$ 391,342.24

Hillcrest Fund Revenue (Fund 702)

Account Number	Description	Budget	Received	Balance
702-13030-0026	Burial Permits	\$ 2,500.00	\$ 2,000.00	\$ 500.00
702-13030-0031	Stone Permits	\$ 750.00	\$ 600.00	\$ 150.00
702-15010-0001	Interest Earned	\$ 13,000.00	\$ 13,519.39	\$ (519.39)
702-18990-0001	Sales of Lots	\$ 10,000.00	\$ 8,533.33	\$ 1,466.67
702-34105-0001	Transfer from Reserves	\$ 42,151.00	\$ -	\$ 42,151.00
702-41050-0100	Transfer from General Fund	\$ 33,319.00	\$ -	\$ 33,319.00
Total Hillcrest Revenue		\$ 101,720.00	\$ 24,652.72	\$ 77,067.28

Hillcrest Fund Expenses (Fund 702)

Account Number	Description	Budget	Spent	Balance
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Hillcrest Salaries and Benefits

702-71400-1130	Salaries - Hillcrest	\$ 46,500.00	\$ 14,328.91	\$ 32,171.09
702-71400-1150	Part Time or Contract Work	\$ 38,000.00	\$ 24,852.65	\$ 13,147.35
702-71400-2100	FICA	\$ 3,500.00	\$ 1,110.48	\$ 2,389.52
702-71400-2210	VRS	\$ 2,650.00	\$ 1,082.82	\$ 1,567.18
702-71400-2240	Group Life Insurance	\$ 625.00	\$ 227.18	\$ 397.82
702-71400-2300	Medical Insurance	\$ 7,000.00	\$ 1,654.05	\$ 5,345.95
702-71400-2310	Dental Insurance	\$ 370.00	\$ 136.48	\$ 233.52

Hillcrest Operations

702-71400-3310	Repairs and Maintenance	\$ 1,500.00	\$ -	\$ 1,500.00
702-71400-5800	Miscellaneous	\$ 200.00	\$ -	\$ 200.00
702-71400-6001	Supplies	\$ 250.00	\$ -	\$ 250.00
702-71400-6017	Lights and Flags	\$ 125.00	\$ 52.57	\$ 72.43

Hillcrest Capital Improvements

702-71400-8100	Storage Building Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00
Total Hillcrest Expenses		\$ 101,720.00	\$ 43,445.14	\$ 58,274.86

TOWN OF LOUISA

Preliminary Bill List for Town Council Meeting - January 16, 2024

VENDOR NAME	GENERAL FUND	WATER FUND	SEWER FUND	HILLCREST FUND	TOTAL
Automated Office Systems	99.00				\$ 99.00
BAI Municipal Software	7,504.00				\$ 7,504.00
Blue Ridge Bank	3,532.20		110.00		\$ 3,642.20
BMS Direct, Inc.		178.89	178.89		\$ 357.78
CAS Severn	53.75				\$ 53.75
Cedar Mountain Stone Corp.			1,717.50		\$ 1,717.50
Central VA Contractors, Inc.		3,073.00	16,009.23		\$ 19,082.23
Central Virginian	627.84				\$ 627.84
Cintas	94.16	94.16	94.16		\$ 282.48
Cody Langridge/PWS Operations, LLC		603.00			\$ 603.00
Core & Main LP		1,659.86			\$ 1,659.86
County of Louisa, Landfill	1,097.46				\$ 1,097.46
Crystal Springs	6.35				\$ 6.35
Evergro Cooperative	1,283.24		10.98		\$ 1,294.22
Gladys Thomas (Focus Point)	1,350.00				\$ 1,350.00
Fortiline Waterworks, Inc.		779.33			\$ 779.33
Hefty, Wiley & Gore, P.C.	4,500.00				\$ 4,500.00
Intrastate Pest	112.53				\$ 112.53
J.S. Purcell Lumber Corp.	33.66		143.05		\$ 176.71
Louisa Auto Parts, Inc.	407.66				\$ 407.66
Louisa County Water Authority		26,493.78	29,800.59		\$ 56,294.37
Louisa Hardware	719.08	347.79	83.02		\$ 1,149.89
Magna5 MS, LLC	2,342.00				\$ 2,342.00
Mansfield	866.17	93.21	93.21		\$ 1,052.59
MoJohns	52.00				\$ 52.00
Quill	49.17				\$ 49.17
Ricoh USA, Inc.	284.25				\$ 284.25
Rivanna Gear & Apparel	452.00				\$ 452.00
Special Renovations, Inc.		1,507.23			\$ 1,507.23
The Childress Agency, Inc.	274.95				\$ 274.95
UniFirst Corp.	72.08				\$ 72.08
Updike Industries, Inc.	6,350.00				\$ 6,350.00
Utility Service Co., Inc.		8,406.98			\$ 8,406.98
Virginia Utility Protection Services		47.30			\$ 47.30
WBBI, Inc.	156.78				\$ 156.78
TOTALS:	32,320.33	43,284.53	48,240.63	-	\$ 123,845.49

**Town of Louisa
Monthly Meeting
December 19, 2023**

Present: R. Garland Nuckols, Mayor; Jessi Lassiter, Vice-Mayor; John J. Purcell IV, Sylvia Rigsby, Vicky Harte, Council members; Jeff Gore, Legal Counsel; Elizabeth T. Nelson, Town Manager; Jessica M. Ellis, Clerk/Treasurer; Craig Buckley, Chief of Police

Absent: Danny Carter, Council member

Also in Attendance: Town of Louisa Planning Commission: Carter Cooke, Chairman; Maxine Butcher, Cochran Garnett, Veronica Saxton, John J. Purcell IV, members

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

Mayor Nuckols called the Louisa Town Council meeting to order at 6:00 p.m.

BUSINESS FROM THE FLOOR

None.

CONSENT AGENDA

Council member Harte stated that she would like to amend the minutes to state that during the last meeting, she gave an update on the cemetery versus requesting a discussion.

Council member Purcell made the motion to approve the amended agenda. Council member Rigsby seconded the motion. The vote went as follows: 4-0 in favor.

At 6:04 pm, Planning Commission Chairman, Carter Cooke called the planning commission meeting to order.

1 **PUBLIC HEARINGS**

2
3 **Joint Public Hearing of the Town Planning Commission and**
4 **Town Council – Comprehensive Plan**

5
6 Mrs. Nelson introduced the plan stating that the Comprehensive Plan
7 must be reviewed at least once every five years per Virginia Code
8 15.2-2230. The draft proposes no changes to the town's current
9 zoning map. Land use (current and future), growth policies, and town
10 goals and objectives were reviewed, and technical amendments were
11 made. Revisions reflect updates to content and current
12 policies/projects within the town.

13
14 Mayor Nuckols then opened the public hearing at 6:05 pm asking if
15 there was anyone present who would like to speak for or against the
16 revised Comprehensive Plan. Hearing no response, he closed the
17 public hearing at 6:05 pm.

18
19 **NEW BUSINESS**

20
21 **1) Resolutions: Comprehensive Plan**

22
23 **Planning Commission – Resolution to recommend the town's**
24 **Comprehensive Plan for approval to Town Council**

25
26 Chairman Cooke then reported that the Planning Commission
27 recommends approval of the Comprehensive Plan. Chairman Carter
28 then made the motion to recommend approval of the plan as
29 presented. Ms. Saxton seconded the motion. The vote went as
30 follows: 5-0 in favor.

31
32 Following the vote, Chairman Cooke made the motion to adjourn the
33 Planning Commission's meeting. Mrs. Garnett seconded the motion.
34 The vote went as follows: 5-0 in favor.

35
36 **Town Council – Resolution to adopt the town's Comprehensive**
37 **Plan**
38

1 A lengthy discussion was held amongst Council and staff. Council
2 member Harte had several questions and comments about the plan,
3 and proposed a few motions. The discussion is outlined as such:
4

- 5 • Mrs. Harte referred to email conversations with DEQ regarding
6 why flooding issues were not included in the plan. Mrs. Harte
7 made a motion to consider: adding to the plan the
8 acknowledgement of flooding issues in town during certain
9 weather events; what will be done to address those issues; and
10 consider rejoining the national flood insurance program so as to be
11 able to receive grants. The motion failed as a result of no second.
12

- 13 • Mrs. Harte referred to page 27 of the plan wherein parking meters
14 are mentioned and asked why they are included in the plan as
15 they were removed from Main Street. Mrs. Nelson responded that
16 the Planning Commission discussed leaving in the verbiage about
17 the meters because we still have the meters and they can be
18 installed at any time. Mrs. Nelson stated that the meters are a
19 source of income for the town.
20

21 Council member Rigsby made the motion to reword the sentence
22 to say, "One component of the public parking system includes
23 approximately 44 parking spaces curbside in the town's downtown
24 corridor and central business districts, with the ability to include
25 metered parking." Council member Purcell seconded the motion.
26 The vote went as follows: 4-0 in favor.
27

- 28 • Mrs. Harte briefly spoke to property access issues due to flooding,
29 then made a motion to develop a plan to provide access to
30 individuals who are unable to enter or exit their property during
31 storm events. The motion failed as a result of no second.
32

- 33 • Mrs. Harte questioned why the establishment of bike paths were
34 included in the plan. Mrs. Harte spoke to the lack of
35 pedestrian/bike safety in town stating that many of the streets are
36 already very narrow and do not have sidewalks, and questioned
37 where they would be installed. Council member Purcell responded
38 stating that bikes paths were discussed during the last review of

1 the plan and the commission included the content as a result of
2 local business interest. Mr. Purcell stated that the plan's purpose
3 is to acknowledge the past, present, and future growth of the town.
4

- 5 • Mrs. Harte stated that the town's overnight accommodations are
6 described as lacking quality on page 20 of the plan. She stated
7 that it could be perceived as offensive. All agreed that the word
8 "quality" should be omitted. Council member Harte made the
9 motion to remove the word "quality". Council member Purcell
10 seconded the motion. The vote went as follows: 4-0 in favor.
11
- 12 • Mrs. Harte referenced the annexation of property in 1977 to
13 expand the town, and spoke of the limited space the town
14 currently has for development. Mrs. Harte then made a motion to
15 consider looking into pursuing annexation/boundary line
16 adjustments in the future to meet the needs of the community. Mr.
17 Gore, and Council members Purcell and Rigsby, responded to
18 Mrs. Harte's comments stating that the town cannot force an
19 annexation – that all annexations would have to be voluntary - and
20 that while the town has previously annexed property into its limits,
21 it is not currently seeking to do so, but is not against the
22 suggestion. Mrs. Harte amended her motion to state "non-hostile"
23 annexation. Mayor Nuckols also spoke the developments that
24 were recently approved and expressed the need to be cautious
25 and smart about all future growth and acquisition of land. Mayor
26 Nuckols called for a second to the motion. The motion failed as
27 there was no second.
28

29 Following the all discussion of the comprehensive plan, Council
30 member Lassiter made the motion to approve the plan as
31 amended. Council member Rigsby seconded the motion. The
32 vote went as follows: 3-1 in favor (Rigsby, for; Purcell, for; Lassiter,
33 for; Harte, against).
34

35 **2) Discussion/Action: Holiday Schedule**

36

1 Council member Rigsby made the motion to approve the 2024
2 Holiday Schedule. Council member Lassiter seconded the motion.
3 The vote went as follows: 4-0 in favor.
4

5 **3) Discussion/Action: EDA Appointments**

6
7 Mrs. Nelson reported that Council member Carter and Mr. Dulaney
8 both agreed to serve another term on the EDA.
9

10 Council member Harte made mention of legislative changes in
11 requirements/qualifications for EDA/IDA members. Mrs. Nelson and
12 Mr. Gore responded stating that they were not aware of any current
13 changes, and that the town just recently went through the legislative
14 process to make changes to its EDA requirements. Mr. Gore took a
15 moment to look up changes and reported that he did not see anything
16 since they took action on the town's request, but stated that he would
17 research the matter and follow up with Mrs. Nelson.
18

19 Council member Purcell made the motion to appoint Council member
20 Carter and Mr. Dulaney to another term on the EDA. Council member
21 Rigsby seconded the motion. The motion went as follows: 4-0 in
22 favor.
23

24 **STANDING COMMITTEE REPORTS**

25
26 None.
27

28 **STAFF REPORTS**

29 **Police:**

30
31
32 Chief Buckley reported that he is working on reporting, auditing, and
33 inspections. He stated that he is trying to tie up loose ends as
34 yearend approaches.
35

36 **Project Manager:**

37
38 Mrs. Nelson reported:
39

- There is project update from Thrasher in the supplemental packet.
- Mrs. Nelson reported that she got an update from Chris Coon on a project that was being conducted in Tanyard. Mrs. Nelson reiterated that the Streets & Sidewalks committee was not aware of the project prior to Council member Harte mentioning it at the last meeting, and went on to state that the project involving the idea of possible land acquisition was strictly between the County of Louisa, the Tanyard Home Owners Association, and VDOT.
- Mrs. Nelson also informed Council that there may be a need for a budget amendment for contractual services in the near future if more water/sewer issues arise. Mrs. Nelson stated that we have been hit hard over the past couple of months.

Legal Counsel:

No report.

Clerk/Treasurer:

No report.

Manager:

Mrs. Nelson reported that a customer, who had recently been disconnected due to nonpayment, requested a refund of the disconnection fee. Mrs. Nelson and Mrs. Ellis explained: the billing process; when a customer is placed on the disconnection list; and how they are notified of their status - according to town policy and code. Mrs. Nelson went on to inform them of how time consuming the process is and how disruptive it is for staff when trying to perform daily tasks, as recently the numbers have grown exponentially.

Following the discussion, Council directed the Water/Sewer Committee to take up the issue for discussion and look into new/alternative billing options. Council did not direct Mrs. Nelson to refund the fee.

COMMUNICATIONS

1 Mayor Nuckols raised concerns in regards to the car dealership/repair
2 business on Rt. 33 located in the southeast corridor of town. He
3 and Council member Purcell posed questions about the number of
4 cars on the lot and if they are parked too close to the roadside.

5
6 Mrs. Nelson stated that she would pull the SUP for specifications.

7
8 **ADJOURNMENT**

9
10 Council member Rigsby made the motion to adjourn the meeting at
11 6:50 p.m. Council member Purcell seconded the motion.

12
13
14 _____
15 Mayor

16 _____
Clerk



New Business

1. VDOT Transportation Alternative Grant – Extension Letter



Incorporated 1873

**212 Fredericksburg Avenue, P.O. Box 531
Louisa, Virginia 23093
540-967-1400 Office; 540-967-9580 Fax
lnelson@louisatown.org**

To: Mayor Nuckols and Town Council Members
From: Liz Nelson, Town Manager
Date: January 16, 2024
Re: VDOT Transportation Alternative Grant – Extension Letter

Council will consider approval of the proposed VDOT Transportation Alternative Grant Extension Letter. If approval is granted by VDOT, the Town will have additional time to complete the sidewalk project proposed on West Main Street.

The Town of Louisa, Virginia

Incorporated 1873

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

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



Town Council

R. Garland Nuckols, Mayor
Jessica Lassiter, Vice Mayor
A. Daniel Carter, Councilmember
John J. Purcell, IV, Councilmember
Sylvia L. Rigsby, Councilmember
Vicky A. Harte, Councilmember

Elizabeth T. Nelson, Town Manager
Jessica M. Ellis, Town Clerk/Treasurer
Craig M. Buckley, Police Chief

January 31, 2024

Virginia Department of Transportation
Attention: Terry R. Short, Jr., AICP, Assistant Division Director
1401 East Broad Street
Richmond, Virginia 23219-2000

RE: W. Main Street Sidewalk Extension
Town of Louisa – UPC 111396

Dear Mr. Short:

The Town of Louisa has received your letter, dated September 21, 2023, and is providing this response requesting a time extension for the project. Though, the project has experienced delays, the Town is committed to completing this project to construct the new ADA compliant sidewalk along West Main Street. The project delays were caused by changes in personnel throughout all sides of the project team that led to a breakdown in communication as well as impacts due to the COVID outbreak. This letter provides an update on the status of the project and outlines a plan of action to move the project forward to completion including a strategy for communication and updates to prevent further delays.

The project includes installation of approximately 13,220 square yards of ADA compliant sidewalk along West Main Street in the Town of Louisa. The sidewalk design is complete. An updated cost estimate is included as an attachment to this letter. A list of the twenty-five (25) temporary easements and ten (10) acquisitions needed have been compiled and easement exhibit maps prepared. The Town is reviewing the Right of Way and Utilities Review Checklist to ensure that the Right of Way Plans conform to VDOT requirements. Once the approval to pursue easements is received, the Town will begin the negotiations for the acquisition process and expects to have this step completed within 15 months from the date of notice to proceed with this phase. The Town is working with the County Assessor Staff and will hold bi-weekly meetings to track progress throughout the easement acquisitions phase. An updated project schedule is included with this letter for review. Based on the revised schedule the project is expected to be under construction by December 2025 assuming a February 2024 notice to proceed with easement acquisitions. The project team is going to make every effort to accelerate the easement acquisition process in order to condense the schedule and will look for other opportunities to get the project to construction sooner.

The Town understands the importance of avoiding any further delays in the project. To ensure regular communication, the Town will hold project meetings every two weeks on Thursdays at 11:00 am to get the project back on track and identify the next steps. VDOT personnel are included in these meetings to ensure that VDOT is kept updated to the recent progress being made with the project. The Town commits that it will continue having regular meetings and will provide monthly updates to VDOT to ensure that progress on the project continues and that no further delays can result due to lack of communication. As the project progresses VDOT will continue to receive invitations to all meetings.

As stated above, the Town is committed to seeing this project through to completion. The project team has been stabilized and a meeting and update schedule is in place to drive productivity for project tasks. The updated project cost exceeds the amount originally planned, but the Town is working on identifying supplemental funding to offset the shortfall. The Town appreciates VDOT's consideration to grant a time extension for this project. If there are any specific questions regarding this request, please contact the Town at 540-967-1400.

Sincerely,

R. Garland Nuckols
Mayor

Updated Project Schedule

Task	Estimated Time	Estimated Start Date
Notice to Proceed with Easements	Start of Updated Schedule	January 2024
Obtain Easements for Project	15 months from NTP	April 2025
Finalize Design and Review Periods with VDOT	6 months from NTP	July 2024
Receive Authorization to Bid Project	17 months from NTP	June 2025
Advertise for Bids	17 months from NTP	June 2025
Receive and Review Bids	19 months from NTP	August 2025
Recommend and Approve Bids by Town Council	20 months from NTP	September 2025
Receive Authorization to Award Contract from VDOT	22 months from NTP	November 2025
Begin Construction	23 months from NTP	December 2025

*NTP - Notice to Proceed

Note – Construction expected to take less than 9 months



Standing Committee Reports

Personnel Committee



Staff Reports

Police Chief
Project Manager
Legal Counsel
Clerk/Treasurer
Town Manager

Town of Louisa

Police Department

Traffic and Activity Report of December 2023

December

Accidents	2023 Month	2023 Y-T-D	2022 Y-T-D	Year End	Year End	+/- Change	
Description	Dec 2023	Dec 2023	Dec 2022	Project E-O-Y	Total 2022	#	%
Ejection	0	0	0	0	0	0.00	n/a
Entrapment	0	1	0	1	0	1.00	n/a
Injury	0	5	0	5	3	2.00	67%
No Injuries	1	57	7	57	59	(2.00)	-3%
Unknown Injury	0	6	2	6	6	0.00	0%
Pedestrian	0	0	0	0		0.00	n/a
Alcohol Related	0	0	0	0		0.00	n/a

Citations	2023 Month	2023 Y-T-D	2022 Y-T-D	Year End	Year End	+/- Change	
	Dec 2023	Dec 2023	Dec 2022	Project E-O-Y	Total 2022	#	%
Total Citations	12	145	12	145	152	(7.00)	-5%
Total Warnings	6	70	6	70	257	(187.00)	-73%
Total Parking	0	0	0		1	(1.00)	-100%

Calls for Service	2023 Month	2023 Y-T-D	2022 Y-T-D	Year End	Year End	+/- Change	
	Dec 2023	Dec 2023	Dec 2022	Project E-O-Y	Total 2022	#	%
TOTAL	104	1248	74	1248	1529	(281.00)	-18%

Traffic Stops & Reports	2023 Month	2023 Y-T-D	2022 Y-T-D	Year End	Year End	+/- Change	
	Dec 2023	Dec 2023	Dec 2022	Project E-O-Y	Total 2022	#	%
Traffic Stops	22	206	19	206	234	(28.00)	-12%
Case Reports	5	131	3	131	159	(28.00)	-18%
Incident Reports	2	55	5	55	196	(141.00)	-72%

Town of Louisa Police Department

MONTHLY CRIME REPORT

December

Reported Crime Month of December 2023

Group A Offenses	2023 Month	2023 Y-T-D	2022 Y-T-D	Year End	Year End	+/- Change	
	Dec	Dec	Dec	Projected	Total	#	%
Crimes Against Persons	2023	2023	2022	End of yr	2022		
Kidnapping/Abduction	0	0	0	0	0	0.00	n/a
Forcible Fondling	0	0	0	0	0	0.00	n/a
Aggravated Assault	0	6	0	6	4	2.00	50%
Simple Assault	0	3	0	3	22	(19.00)	-86%
Intimidation	0	0	0	0	1	(1.00)	-100%
Crimes Against Property							
Counterfeiting/Forgery	0	1	0	1	3	(2.00)	-67%
Destruction/Damage/Vandalism of Property	1	18	0	18	14	4.00	29%
Embezzlement	0	2	0	2	0	2.00	n/a
False Pretenses/Swindle/Confidence Game	0	4	0	4	2	2.00	100%
Credit Card/Automatic Teller Fraud	0	1	0	1	2	(1.00)	-50%
Impersonation	0	0	1	0	2	(2.00)	-100%
Wire Fraud	0	0	0	0	0	0.00	n/a
Petit Larceny	2	8	1	8	11	(3.00)	-27%
Shoplifting	1	11	0	11	6	5.00	83%
Theft from Building	0	0	0	0	3	(3.00)	-100%
Theft from Motor Vehicle	0	2	0	2	2	0.00	0%
Theft from Motor Vehicle Parts/Accessories	0	0	0	0	0	0.00	n/a
All Other Larceny	0	2	0	2	7	(5.00)	-71%
Motor Vehicle Theft	0	0	0	0	1	(1.00)	-100%
Stolen Property Offenses	0	0	1	0	1	(1.00)	-100%
Crimes Against Society							
Drug/Narcotic Violations	0	2	0	2	1	1.00	100%
Drug Equipment Violations	0	0	0	0	2	(2.00)	-100%
Weapon Law Violations	0	0	0	0	1	(1.00)	-100%
Total	4	60	3	60	85	(25.00)	-29%

Group B Offenses	2023 Month	2023 Y-T-D	2022 Y-T-D	Year End	Year End	+/- Change	
Offense	Dec	Dec	Dec	Projected	Total	#	%
	2023	2023	2022	End of yr	2022		
Driving Under the Influence	0	4	0	4	3	1.0	33%
Public Intoxication	1	5	1	5	11	(6.0)	-55%
Trespass	2	22	1	22	12	10.0	83%
All Other Offenses	0	6	2	6	15	(9.0)	-60%
TOTAL	3	37	4	37	41	(4.0)	-10%