



MINERAL COUNCIL MEETING AGENDA

October 14, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

E. PUBLIC COMMENT

1. Business Spotlight - DKs, Mineral Florist

F. APPROVAL OF MINUTES

G. ACCOUNTS PAID

1. Accounts Paid

H. REPORTS

1. Committee Reports
2. DMV Report
3. Treasurer Report
4. Manager Report

I. OLD BUSINESS

1. Well #4 Update
2. Cemetery Proposal

J. NEW BUSINESS

1. PC Vacancies
2. Louisa County Visitor Map Project
3. Sleigh Donated by Roy Lee Payne Family
4. Christmas Tree Lighting & Event

1- Sleigh that was donated to the Town of Mr. Payne's family.

2- We are lighting up the Town - Discuss the event

5. Sewer Line on 8th Street

COUNCIL COMMENTS

K. EXECUTIVE SESSION (AS NEEDED)

In accordance with §2.2-3711(A)(1) of the Code of Virginia, Town Council will convene in Closed Session.

1. In accordance with §2.2-3711(A)(8) of the Code of Virginia, Town Council will convene in Closed Session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, said legal matters being the status of abandoned and/or derelict buildings within the Town and enforcement of Town Code Chapter 355 and Zoning Ordinance.

L. BACK IN SESSION

M. ADJOURN

Mayor Ronald Chapman, Vice Mayor Michelle Covert

Council Members: Michelle Covert, Bernice Kube, Olivia McCarthy, Rebecca McGehee, Blair Nipper, Dave Hempstead

Nicole Washington, Town Manager, Vacant, Town Clerk, Kelly Singletary, Town Treasurer, Robert Sproul, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Kelly Singletary, Treasurer

SUBJECT: Accounts Paid

Background:

Enclosed are the accounts paid for the month.

Recommended Action:

Approval or denial of accounts paid

Attachments:

Transaction Report

TransCode - CD, CK, VC

Section G, Item 1.

Vend Name	TR Date	Type	CD Amt	Chk Amt
DOMINION ENERGY	9/2/2025	CashDisb	\$1,042.28	\$0.00
AVEXON, LLC	9/2/2025	Void Chk	\$0.00	(\$732.64)
VIRGINIA RETIREMENT SYSTEM	9/3/2025	CashDisb	\$1,836.29	\$0.00
VIRGINIA RETIREMENT SYSTEM	9/3/2025	CashDisb	\$873.02	\$0.00
VIRGINIA RETIREMENT SYSTEM	9/3/2025	CashDisb	\$612.34	\$0.00
VA DEPT OF TAXATION	9/4/2025	CashDisb	\$1,489.00	\$0.00
BESLEY IMPEMENTS	9/5/2025	Check	\$0.00	\$126.99
CEDAR MOUNTAIN STONE	9/5/2025	Check	\$0.00	\$670.22
CENTRAL VIRGINIA CONTRACTORS	9/5/2025	Check	\$0.00	\$5,468.00
COMCAST BUSINESS	9/5/2025	Check	\$0.00	\$882.07
COUNTY OF SPOTSYLVANIA	9/5/2025	Check	\$0.00	\$140.00
DCLS/DRINKING WATER	9/5/2025	CashDisb	\$60.75	\$0.00
DOCUMENT DESTRUCTION	9/5/2025	Check	\$0.00	\$174.64
FORTILINE INC	9/5/2025	CashDisb	\$6,499.83	\$0.00
HARPER ELECTRIC	9/5/2025	Check	\$0.00	\$207.83
HARRISON & JOHNSTON	9/5/2025	Check	\$0.00	\$810.00
INTERNAL REVENUE SERVICE	9/5/2025	CashDisb	\$1,774.30	\$0.00
LOUISA COUNTY LANDFILL	9/5/2025	Check	\$0.00	\$829.34
LOUISA COUNTY WATER AUTHORITY	9/5/2025	Check	\$0.00	\$28,989.93
MAIN STREET SUPPLY	9/5/2025	Check	\$0.00	\$92.95
PAUL ANGEL	9/5/2025	Check	\$0.00	\$24.45
QUARLES PETROLEUM INC	9/5/2025	CashDisb	\$1,310.35	\$0.00
UPDIKE INDUSTRIES	9/5/2025	Check	\$0.00	\$3,632.73
VUPS	9/5/2025	CashDisb	\$36.48	\$0.00
WARREN MARTIN	9/5/2025	Check	\$0.00	\$250.00
WHITE OAK ELECTRIC	9/5/2025	Check	\$0.00	\$1,375.20
BLUE RIDGE BANK	9/8/2025	CashDisb	\$153.66	\$0.00
VERIZON	9/9/2025	CashDisb	\$373.11	\$0.00
DCLS/DRINKING WATER	9/10/2025	CashDisb	\$24.22	\$0.00
INTERNAL REVENUE SERVICE	9/12/2025	CashDisb	\$1,827.31	\$0.00
COMCAST BUSINESS	9/14/2025	CashDisb	\$882.07	\$0.00
COMCAST BUSINESS	9/14/2025	CashDisb	\$962.12	\$0.00

TransCode - CD, CK, VC

Section G, Item 1.

Vend Name	TR Date	Type	CD Amt	Chk Amt
INTERNAL REVENUE SERVICE	9/19/2025	CashDisb	\$1,598.75	\$0.00
US DEPT OF AGRICULTURE	9/19/2025	CashDisb	\$1,466.00	\$0.00
DOMINION ENERGY	9/23/2025	CashDisb	\$649.88	\$0.00
DOMINION ENERGY	9/23/2025	CashDisb	\$23.25	\$0.00
DOMINION ENERGY	9/23/2025	CashDisb	\$161.33	\$0.00
DOMINION ENERGY	9/23/2025	CashDisb	\$7.59	\$0.00
DOMINION ENERGY	9/23/2025	CashDisb	\$136.11	\$0.00
VERIZON	9/23/2025	CashDisb	\$77.47	\$0.00
BESLEY IMPEMENTS	9/24/2025	Check	\$0.00	\$885.42
BESLEY IMPEMENTS	9/24/2025	Void Chk	\$0.00	(\$885.42)
BLUE RIDGE BANK	9/24/2025	CashDisb	\$1,852.13	\$0.00
COUNTY OF SPOTSYLVANIA	9/24/2025	Check	\$0.00	\$140.00
COVERALL	9/24/2025	Check	\$0.00	\$240.00
DEPARTMENT OF MOTOR VEHICLES	9/24/2025	Check	\$0.00	\$130.00
DUKE OIL	9/24/2025	Check	\$0.00	\$194.20
FERRELLS TERMITE & PEST	9/24/2025	Check	\$0.00	\$100.00
FORTILINE INC	9/24/2025	CashDisb	\$4,456.29	\$0.00
LAKE ANNA SIGNS & PRINTING LLC	9/24/2025	Check	\$0.00	\$330.40
ROYALL PUMP & WELL COMPANY	9/24/2025	Check	\$0.00	\$14,732.59
ANTHEM	9/25/2025	CashDisb	\$10,354.00	\$0.00
BESLEY IMPEMENTS	9/25/2025	Check	\$0.00	\$758.43
BESLEY IMPEMENTS	9/25/2025	Void Chk	\$0.00	(\$758.43)
DOMINION ENERGY	9/25/2025	CashDisb	\$139.59	\$0.00
DOMINION ENERGY	9/26/2025	CashDisb	\$48.61	\$0.00
INTERNAL REVENUE SERVICE	9/26/2025	CashDisb	\$1,784.98	\$0.00
US DEPT OF AGRICULTURE	9/29/2025	CashDisb	\$4,509.00	\$0.00
BLUE RIDGE BANK	9/30/2025	CashDisb	\$30.00	\$0.00
DOMINION ENERGY	9/30/2025	CashDisb	\$1,069.95	\$0.00
			\$48,122.06	\$58,808.90



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Utility Committee Report

Background:

Utility Committee reviews water and sewer projects and practices.

Attachments:

Budget Estimate Water Lines St Cecilia
Budget Estimate (2) Fire Hydrant repair/replacement

BUDGET ESTIMATE

Section H, Item 1.



Central Virginia Contractors, Inc.

93 Chopping Road
Mineral, VA 23117
Phone: (540) 894-4036
Fax: (540) 894-4502



VA Class A License # 2705-112545

Specialty Classifications: H/H & ADS

VA Small Business # 675248

To:

Town of Mineral
312 Mineral Ave.
Mineral, VA 23117

Project: Water Line Work for Parcels 43B2 1 1A,
43B2 1 10, and 43B2 1 10A (80 St. Cecilia Ave.)
on St. Cecilia Ave.

Date

10/1/2025

Description of Work to be Performed

Amount

This is a Budget Estimate and it is important to understand that due to the actual field conditions, work required, material costs, asphalt paving costs, concrete costs, and any unforeseen costs that may be required due to the actual field conditions that are encountered which may differ from those anticipated may result in different actual project costs than those anticipated for this Budget Estimate.

This Budget Estimate includes 6" wet tap, materials, labor, equipment, asphalt patching, concrete sidewalk repair, and permanent seeding/straw of the disturbed area for the installation of 6" PVC C900 water line with valves, fire hydrant, fittings, 9 water services for Parcel 43B2 1 1A, 1 water service for Parcel 43B2 1 10, and 1 water service for Parcel 43B2 1 10A (Existing House @ 80 St. Cecilia Ave). All 11 new water services will include the meter setters and meter boxes. This Budget Estimate also includes cutting and capping of the existing water line that feeds the existing house at 80 St. Cecilia Ave.

*6" Wet tap and materials will be purchased on the Town of Mineral Accounts.

Asphalt patching contractor will bill the Town of Mineral directly.

Concrete sidewalk repair contractor will bill the Town of Mineral directly.

This Budget Estimate does Not include any costs for surveying, stakeouts, additional work required due to unforeseen conditions, engineering, rock excavation, concrete foundation removal, demolition work, unsuitable soils removal, disposal of unsuitable soils and/or rock, replacement of unsuitable soils and/or rock, utility relocations, sheeting, shoring, shielding, Bac T testing, etc.

Total Budget Estimate Range: \$75,000.00 - \$90,000.00

BUDGET ESTIMATE

Section H, Item 1.



Central Virginia Contractors, Inc.

93 Chopping Road
Mineral, VA 23117
Phone: (540) 894-4036
Fax: (540) 894-4502



VA Class A License # 2705-112545

Specialty Classifications: H/H & ADS

VA Small Business # 675248

To:

Town of Mineral
312 Mineral Ave.
Mineral, VA 23117

Project: Fire Hydrant Replacement on Spring Rd.
@ Fredericks Hall Road and Spring Rd.
Intersection.

Date

10/1/2025

Description of Work to be Performed

Amount

This is a Budget Estimate and it is important to understand that due to the actual field conditions, work required, material costs, and any unforeseen costs that may be required due to the actual field conditions that are encountered which may differ from those anticipated may result in different actual project costs than those anticipated for this Budget Estimate.

This Budget Estimate includes calling in 811 Miss Utility Ticket, providing and setting up traffic control signs and cones for shoulder closed work zone, excavating down to pipe and bottom of fire hydrant. Removing old broken fire hydrant and replacing with a new fire hydrant. Installing mega lug kit and concrete blocking behind new fire hydrant with #57 stone around weep hole and base of fire hydrant for drainage. Backfill, seed, and straw the disturbed area.

Materials will be purchased on the Town of Mineral Account.

This Budget Estimate does Not include any costs for surveying, stakeouts, additional work required due to unforeseen conditions, engineering, rock excavation, concrete foundation removal, demolition work, unsuitable soils removal, disposal of unsuitable soils and/or rock, replacement of unsuitable soils and/or rock, utility relocations, sheeting, shoring, shielding, Bac T testing, Vac Truck, etc.

Total Budget Estimate Range: \$7,000.00 - \$9,000.00

BUDGET ESTIMATE

Section H, Item 1.



Central Virginia Contractors, Inc.

93 Chopping Road
Mineral, VA 23117
Phone: (540) 894-4036
Fax: (540) 894-4502



VA Class A License # 2705-112545

Specialty Classifications: H/H & ADS

VA Small Business # 675248

To:
Town of Mineral 312 Mineral Ave. Mineral, VA 23117

Project: Fire Hydrant Replacement across the street from 9686 Fredericks Hall Road in Mineral, VA.
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Date
10/1/2025

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Description of Work to be Performed	Amount
This is a Budget Estimate and it is important to understand that due to the actual field conditions, work required, material costs, and any unforeseen costs that may be required due to the actual field conditions that are encountered which may differ from those anticipated may result in different actual project costs than those anticipated for this Budget Estimate. This Budget Estimate includes calling in 811 Miss Utility Ticket, scheduling traffic control company for one lane traffic control work zone, excavating down to pipe and bottom of fire hydrant. Removing old broken fire hydrant and replacing with a new fire hydrant. Installing mega lug kit and concrete blocking behind new fire hydrant with #57 stone around weep hole and base of fire hydrant for drainage. Backfilling and seeding/straw the disturbed area. *Materials will be purchased on the Town of Mineral Account.* *Traffic Control contractor will bill the Town of Mineral directly.* <i>*This Budget Estimate does Not include any costs for surveying, stakeouts, additional work required due to unforeseen conditions, engineering, rock excavation, concrete foundation removal, demolition work, unsuitable soils removal, disposal of unsuitable soils and/or rock, replacement of unsuitable soils and/or rock, utility relocations, sheeting, shoring, shielding, Bac T testing, Vac Truck, etc.*</i>	

Total Budget Estimate Range: \$10,000.00 - \$12,000.00



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Kendra Ellis, DMV Manager

SUBJECT: DMV Report

Background:

Enclosed is the monthly DMV Report.

Recommended Action:

Attachments:

DMV Report



Town of
MINERAL
VIRGINIA

Town Council Meeting
October 2025

Section H, Item 2.

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: October 2025

Report Prepared By: Kendra Ellis

- September 2025 monthly revenue totals:
 - Total monthly revenue: \$341,012.09
 - Town monthly revenue: \$16,810.93
- The Mineral DMV Select office has continued to operate without interruption, in providing exceptional customer service and titling transactions, etc. to the customers of this community and surrounding communities. This also includes our title vendors that visit our office daily. Many thanks to the DMV Select Team for their hard work and dedication.
- The Mineral DMV Select Team received revised policies and procedures from the DMV Select HQ Team regarding Report and Document Retention and Document Preparation Prior to Image Documents. We are reviewing revisions and applying updates accordingly.
- A new Agency initiative in regards to copy paper provided to DMV Select offices will be implemented on December 1, 2025. For DMV Selects, the Agency will provide an allotment of funds in January of each year to purchase copy paper needed specifically for DMV Select use. The contract addendum has been provided, signed and returned accordingly.

The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Kelly Singletary, Treasurer

SUBJECT: Treasurer's Report

Background:

Enclosed is the monthly Treasurer's Report.

Recommended Action:

Attachments:

Treasurer's Report
Budget Analysis Report
Monthly Water Consumption
Summary of Bank Balance



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

Section H, Item 3.

September 30, 2025

Treasurer's Notes:

Budget Analysis Report:

- All revenues and expenditures for the month of September 2025 are accurately reflected in this report except for the following expenditures:
 - VRS expenditures (all departments) - VRS payments have been posted only to the expense accounts and not the liability accounts. We are in contact with our auditor for directions on correcting this fiscal year's transactions.
 - Health Plan (Council/Manager Office) – we were incorrectly billed for COBRA expenses for a previous employee; this is being corrected by the health insurance company and will be reflected on next month's budget report
- YTD should reflect approximately 25% of revenues and expenses (if equally divided throughout the year)
 - General Fund YTD revenues are 16% across the entire fund. General Fund YTD expenditures are 20% across the entire fund. Our revenues will increase significantly once real estate and personal property tax collections begin in November.
 - Water & Sewer Fund YTD revenues are 44% across the entire fund. This includes two previously approved water and sewer connections, in addition to our regular monthly water and sewer revenue. Water & Sewer Fund YTD expenditures are 30% across the entire fund.

Monthly Water Consumption:

- Water loss was up slightly this month. Sewer/wastewater loss has decreased significantly this month. Staff and water personnel continue to monitor water loss and leak repair as needed. Both reports show totals for consumption/usage, as well as amounts paid to Louisa County Water Authority and amounts billed to residents.

Other Items:

- If you are interested in receiving your utility bill by email, please let the Town office know.
- We are also offering direct draft of your checking or savings account for payment of your utility bill. If you are interested, please let the Town office know.
- Staff continues to collect past due utility bill payments and past due real estate and personal property taxes.

Respectfully submitted,
Kelly Singletary, Treasurer

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-09-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 100-GENERAL FUND							
0000-100-Revs							
-							
-0004 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$60.00	\$20.00	(\$240.00)	20
-0005 FOIA REVENUE	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
-2023 2023 & PRIOR REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-2025 2025 REAL ESTATE TAX	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	(\$125,000.00)	0
-0001 CURRENT YEARS PUBLIC	\$8,500.00	\$8,500.00	\$0.00	\$1,785.37	\$1,785.37	(\$6,714.63)	21
-2023 2023 & PRIOR PERS PR	\$500.00	\$500.00	\$0.00	\$261.87	\$261.87	(\$238.13)	52
-2024 2024 PERSONAL PROPER	\$0.00	\$0.00	\$0.00	(\$4.18)	(\$4.18)	(\$4.18)	0
-2025 2025 PERS PROP TAX R	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0
-0001 TAX PENALTY REAL EST	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-0002 TAX INTEREST REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-0003 TAX PENALTY PERS PRO	\$500.00	\$500.00	\$0.00	\$26.20	\$26.20	(\$473.80)	5
-0004 TAX INTEREST PERS PR	\$100.00	\$100.00	\$0.00	\$209.40	\$147.16	\$109.40	209
-0001 INTEREST EARNED-LGIP	\$20,000.00	\$20,000.00	\$0.00	\$4,463.22	\$1,449.05	(\$15,536.78)	22
-0003 TRASH REVENUE	\$1,100.00	\$1,100.00	\$0.00	\$457.43	\$176.86	(\$642.57)	42
-0001 RETURN CHECK FEE	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
-0001 LOCAL SALES TAX REVE	\$40,000.00	\$40,000.00	\$0.00	\$14,195.91	\$4,701.54	(\$25,804.09)	35
-0001 CONSUMER UTILITY TAX	\$1,100.00	\$1,100.00	\$0.00	\$185.73	\$59.57	(\$914.27)	17
-0001 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$471.36	\$215.00	(\$29,528.64)	2
-0001 VEHICLE LICENSE FEES	\$7,000.00	\$7,000.00	\$0.00	(\$40.00)	(\$40.00)	(\$7,040.00)	-1
-0001 BANK STOCK TAX REVEN	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
-0001 ROLLING STOCK TAX	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	(\$1,200.00)	0
-0001 TRANSIENT OCCUPANCY	\$2,000.00	\$2,000.00	\$0.00	\$606.57	\$434.40	(\$1,393.43)	30
-0001 MEAL TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$28,455.68	\$19,179.88	(\$61,544.32)	32
-0001 ZONING PERMITS/FEE	\$1,500.00	\$1,500.00	\$0.00	\$250.00	\$0.00	(\$1,250.00)	17
-0001 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$92,713.19	\$28,808.08	(\$407,286.81)	19
-0900 MISCELLANEOUS REVENU	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-0910 RENTAL REVENUE	\$1,300.00	\$1,300.00	\$0.00	\$440.00	\$330.00	(\$860.00)	34
-0001 PPTRA REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$4,415.72	\$0.00	\$4,415.72	0
-0001 COMMUNICATION TAX RE	\$1,200.00	\$1,200.00	\$0.00	\$287.10	\$100.80	(\$912.90)	24
-0001 CAR RENTAL DISTRIBUT	\$6,000.00	\$6,000.00	\$0.00	\$2,754.36	\$1,113.80	(\$3,245.64)	46
-0001 LITTER GRANT	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
-0001 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0
0000-100-Revs	\$933,900.00	\$933,900.00	\$0.00	\$151,994.93	\$58,765.40	(\$781,905.07)	16
012110-100-COUNCIL AND MANAGER OFFICE							
-							
-1101 WAGES/SALARIES	\$95,000.00	\$95,000.00	\$0.00	\$23,913.88	\$7,519.36	\$71,086.12	25
-2100 FICA	\$7,668.00	\$7,668.00	\$0.00	\$1,678.30	\$532.27	\$5,989.70	22
-2210 VRS	\$1,663.00	\$1,663.00	\$0.00	\$3,604.54	\$1,284.77	(\$1,941.54)	217
-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$6,752.72	\$6,752.72	\$6,757.28	50
-2400 GROUP LIFE INSURANCE	\$1,300.00	\$1,300.00	\$0.00	\$274.34	\$92.92	\$1,025.66	21
-2500 DISABILITY INSURANCE	\$808.00	\$808.00	\$0.00	\$172.06	\$58.28	\$635.94	21
-3120 PROFESSIONAL SERVICE	\$40,000.00	\$40,000.00	\$0.00	\$7,080.00	\$810.00	\$32,920.00	18
-3160 COUNCIL COMPENSATION	\$7,200.00	\$7,200.00	\$0.00	\$1,800.00	\$600.00	\$5,400.00	25
-3500 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$121.24	\$0.00	(\$121.24)	0
-3600 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$1,622.46	\$0.00	\$1,877.54	46
-5300 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
-5545 CONFERENCE EXPENSES/	\$4,000.00	\$4,000.00	\$0.00	\$789.59	\$0.00	\$3,210.41	20
-5810 MEMBERSHIP DUES	\$2,500.00	\$2,500.00	\$0.00	\$680.00	\$0.00	\$1,820.00	27
-5840 MISCELLANEOUS EXPENS	\$250.00	\$250.00	\$0.00	\$101.59	\$0.00	\$148.41	41
-6001 COUNCIL & PC PRINTIN	\$1,500.00	\$1,500.00	\$0.00	\$304.00	\$0.00	\$1,196.00	20
012110-100-COUNCIL AND MANAGER OF	\$193,899.00	\$193,899.00	\$0.00	\$48,894.72	\$17,650.32	\$145,004.28	14

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-09-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
012410-100-CLERK/TREASURER							
-							
-1101 WAGES/SALARIES	\$113,946.00	\$113,946.00	\$0.00	\$19,707.00	\$4,452.00	\$94,239.00	17
-2100 FICA	\$8,717.00	\$8,717.00	\$0.00	\$1,507.64	\$340.60	\$7,209.36	17
-2210 VRS	\$1,915.00	\$1,915.00	\$0.00	\$2,811.54	\$786.93	(\$896.54)	147
-2300 HEALTH PLAN	\$21,620.00	\$21,620.00	\$0.00	\$0.00	\$0.00	\$21,620.00	0
-2400 GROUP LIFE INSURANCE	\$1,527.00	\$1,527.00	\$0.00	\$274.83	\$56.91	\$1,252.17	18
-2500 DISABILITY INSURANCE	\$969.00	\$969.00	\$0.00	\$172.36	\$35.69	\$796.64	18
-3120 PROFESSIONAL SERV A	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
-3121 PROFESSIONAL SERV CP	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
-3122 POLICE AND LEGAL MAT	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-3152 WEB BASED SERVICES A	\$20,000.00	\$35,000.00	\$0.00	\$4,049.22	\$368.60	\$30,950.78	12
-3320 COMPUTER LICENSES/SU	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
-3500 COPIER EXPENSE & LEA	\$5,000.00	\$5,000.00	\$0.00	\$1,533.53	\$0.00	\$3,466.47	31
-3600 LATE FEES/PENALTIES	\$100.00	\$100.00	\$0.00	\$0.53	\$0.00	\$99.47	1
-3601 BANK FEES	\$400.00	\$400.00	\$0.00	\$319.40	\$173.66	\$80.60	80
-5210 POSTAGE	\$1,000.00	\$1,000.00	\$0.00	\$142.69	\$78.00	\$857.31	14
-5230 TELECOMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$2,258.42	\$748.22	\$4,741.58	32
-5240 INTERNET EXPENSE	\$24,000.00	\$24,000.00	\$0.00	\$9,074.08	\$2,726.26	\$14,925.92	38
-5540 EDUCATION/TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$56.45	\$56.45	\$943.55	6
-5810 MEMBERSHIP DUES	\$200.00	\$200.00	\$0.00	\$25.00	\$0.00	\$175.00	13
-5841 SPECIAL EVENTS	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0
-6001 OFFICE SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$1,658.31	\$758.25	\$8,341.69	17
-6002 PRINTING TAX BILLS	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
-9003 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
012410-100-CLERK/TREASURER	\$271,394.00	\$271,394.00	\$0.00	\$43,591.00	\$10,581.57	\$227,803.00	16
031100-100-DMV							
-							
-1101 WAGES/SALARIES	\$147,414.00	\$147,414.00	\$0.00	\$35,959.61	\$10,931.51	\$111,454.39	24
-1200 WAGES/SALARIES PT	\$30,529.00	\$30,529.00	\$0.00	\$7,597.14	\$2,427.92	\$22,931.86	25
-2100 FICA EXPENSE	\$13,613.00	\$13,613.00	\$0.00	\$3,332.06	\$1,021.96	\$10,280.94	24
-2210 VRS EXPENSE	\$3,324.00	\$3,324.00	\$0.00	\$2,820.41	\$979.21	\$503.59	85
-2300 HEALTH PLAN	\$48,993.00	\$48,993.00	\$0.00	\$0.00	\$0.00	\$48,993.00	0
-2400 GROUP LIFE INSURANCE	\$2,731.00	\$2,731.00	\$0.00	\$486.56	\$168.06	\$2,244.44	18
-2500 DISABILITY INSURANCE	\$1,732.00	\$1,732.00	\$0.00	\$226.74	\$77.10	\$1,505.26	13
-3500 COPIER EXPENSE	\$2,500.00	\$2,500.00	\$0.00	\$492.03	\$0.00	\$2,007.97	20
-5540 EDUCATION/TRAINING	\$0.00	\$0.00	\$0.00	\$130.00	\$130.00	(\$130.00)	0
-6001 OFFICE SUPPLIES	\$300.00	\$300.00	\$0.00	\$76.85	\$0.00	\$223.15	26
-6009 EQUIPMENT/SUPPLIES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
031100-100-DMV	\$251,236.00	\$251,236.00	\$0.00	\$51,121.40	\$15,735.76	\$200,114.60	20
032100-100-PASS THRU - STATE FUNDS							
-							
-5641 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
032100-100-PASS THRU - STATE FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
043100-100-PUBLIC WORKS							
-							
-1200 WAGES/SALARIES PT	\$53,014.00	\$53,014.00	\$0.00	\$13,668.64	\$4,175.65	\$39,345.36	26
-2100 FICA	\$4,056.00	\$4,056.00	\$0.00	\$1,045.76	\$319.48	\$3,010.24	26
-2210 VRS	\$400.00	\$400.00	\$0.00	\$787.54	\$270.27	(\$387.54)	197
-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$0.00	\$0.00	\$13,510.00	0
-2400 GROUP LIFE INSURANCE	\$600.00	\$600.00	\$0.00	\$136.24	\$46.15	\$463.76	23
-2500 DISABILITY INSURANCE	\$300.00	\$300.00	\$0.00	\$85.44	\$28.94	\$214.56	28
-3311 VEHICLE MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$1,060.88	\$194.20	(\$60.88)	15

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-09-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
-5110 ELECTRICITY	\$15,000.00	\$15,000.00	\$0.00	\$3,097.63	\$2,143.07	\$11,902.37	21
-6007 REPAIRS/MAINTENANCE	\$5,000.00	\$5,000.00	\$0.00	\$1,372.71	\$885.42	\$3,627.29	27
-6009 EQUIPMENT/SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$248.19	\$0.00	\$1,751.81	12
-6011 SAFETY EQUIPMENT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
-7110 PARKING LOT/STREET/S	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
-7130 REFUSE COLLECTION/LA	\$10,500.00	\$10,500.00	\$0.00	\$2,549.06	\$829.34	\$7,950.94	24
043100-100-PUBLIC WORKS	\$106,380.00	\$106,380.00	\$0.00	\$24,052.09	\$8,892.52	\$82,327.91	23
045100-100-TOWN HALL/TOWN GARAGE EXPENSES							
-							
-0002 DEBT SVC USDA BLDG L	\$15,891.00	\$15,891.00	\$0.00	\$4,398.00	\$1,466.00	\$11,493.00	28
-1102 CONTRACTED SERVICES	\$3,600.00	\$3,600.00	\$0.00	\$720.00	\$240.00	\$2,880.00	20
-5110 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$2,308.21	\$785.99	\$5,691.79	29
-5120 UTILITIES - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$1,310.35	\$1,310.35	\$2,689.65	33
-6005 JANITORIAL SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$129.15	\$65.59	\$2,870.85	4
-6007 REPAIR/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$652.04	\$307.83	\$347.96	65
-9001 ASSET MANAGEMENT	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
045100-100-TOWN HALL/TOWN GARAGE	\$45,491.00	\$45,491.00	\$0.00	\$9,517.75	\$4,175.76	\$35,973.25	21
047100-100-REFUSE COLLECTION							
-							
-3310 STREET SWEEPING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-3322 COMM DUMPSTER/TRASH	\$40,000.00	\$40,000.00	\$0.00	\$11,342.69	\$3,632.73	\$28,657.31	28
-5714 VA LITTER CONTROL GR	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
047100-100-REFUSE COLLECTION	\$43,000.00	\$43,000.00	\$0.00	\$11,342.69	\$3,632.73	\$31,657.31	26
050100-100-WHITLOCK FAMILY PARK AND LITTLE LEAGUE FIELD							
-							
-1102 CONTRACTED SERVICES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-3310 MAINTENANCE - LANDSC	\$2,500.00	\$2,500.00	\$0.00	\$148.20	\$0.00	\$2,351.80	6
-8102 FURNITURE/EQUIPMENT/	\$1,000.00	\$1,000.00	\$0.00	\$26.50	\$0.00	\$973.50	3
050100-100-WHITLOCK FAMILY PARK A	\$4,500.00	\$4,500.00	\$0.00	\$174.70	\$0.00	\$4,325.30	4
051100-100-BEAUTIFICATION							
-							
-5840 MISCELLANEOUS EXPENS	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
051100-100-BEAUTIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
Reporting Fund: 100-GENERAL FUND							
FundRevTot	\$933,900.00	\$933,900.00	\$0.00	\$151,994.93	\$58,765.40	(\$781,905.07)	16
FundExpTot	\$933,900.00	\$933,900.00	\$0.00	\$188,694.35	\$60,668.66	\$745,205.65	20
Reporting Fund: 200-CEMETERY							
0000-200-Revs							
-							
-0001 CEMETERY PLOT REVENU	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	0
-0002 HEADSTONE/NAME PLATE	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
-0003 SITE/HEADSTONE MARKI	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
-0004 CEMETERY INT-LGIP OP	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	(\$9,000.00)	0
-0005 CEMETERY INT-LGIP PE	\$9,700.00	\$9,700.00	\$0.00	\$0.00	\$0.00	(\$9,700.00)	0
0000-200-Revs	\$42,700.00	\$42,700.00	\$0.00	\$0.00	\$0.00	(\$42,700.00)	0
Reporting Fund: 200-CEMETERY							
FundRevTot	\$42,700.00	\$42,700.00	\$0.00	\$0.00	\$0.00	(\$42,700.00)	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Reporting Fund: 500-WATER & SEWER FUND							
0000-500-Revs							
-							

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-09-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct	
-0002 SEWER REVENUE	\$110,000.00	\$110,000.00	\$0.00	\$37,718.60	\$12,406.64	(\$72,281.40)	34	
-0003 WATER REVENUE	\$240,000.00	\$240,000.00	\$0.00	\$63,362.72	\$21,473.74	(\$176,637.28)	26	
-0004 PROCESSING FEE	\$1,400.00	\$1,400.00	\$0.00	\$1,075.00	\$214.30	(\$325.00)	77	
-0005 WATER RECONNECT FEE	\$200.00	\$200.00	\$0.00	\$50.00	\$50.00	(\$150.00)	25	
-0006 CONNECTION FEE - WAT	\$30,000.00	\$30,000.00	\$0.00	\$33,900.00	\$13,560.00	\$3,900.00	113	
-0007 CONNECTION FEE - SEW	\$48,750.00	\$48,750.00	\$0.00	\$53,600.00	\$21,440.00	\$4,850.00	110	
-0010 PENALTY FEE W/S	\$2,000.00	\$2,000.00	\$0.00	\$1,235.00	\$455.00	(\$765.00)	62	
-0012 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0	
0000-500-Revs	\$435,350.00	\$435,350.00	\$0.00	\$190,941.32	\$69,599.68	(\$244,408.68)	44	
500100-500-WATER & SEWER OPERATIONS								
-								
-0002 DEBT SEVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$13,527.00	\$4,509.00	\$40,581.00	25	
-1102 CONTRACTED SERVICES	\$90,000.00	\$90,000.00	\$0.00	\$19,698.67	\$17,116.67	\$70,301.33	22	
-1200 WAGES AND SALARIES P	\$12,698.00	\$12,698.00	\$0.00	\$3,640.89	\$1,047.38	\$9,057.11	29	
-2100 FICA	\$971.00	\$971.00	\$0.00	\$278.51	\$80.12	\$692.49	29	
-2921 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0	
-3140 ENGINEERING/PROFESSI	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0	
-3500 PRINTING COSTS	\$0.00	\$0.00	\$0.00	\$132.10	\$0.00	(\$132.10)	0	
-5110 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$1,286.40	\$349.53	\$3,713.60	26	
-5210 MAILING COSTS	\$2,000.00	\$2,000.00	\$0.00	\$535.36	\$0.00	\$1,464.64	27	
-5540 EDUCATION/TRAINING/L	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0	
-5810 FEES AND DUES - LCWA	\$12,600.00	\$12,600.00	\$0.00	\$400.00	\$0.00	\$12,200.00	3	
-5899 MISS UTILITY COSTS	\$300.00	\$300.00	\$0.00	\$67.18	\$36.48	\$232.82	22	
-6007 REPAIRS/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$1,406.28	\$1,375.20	(\$406.28)	141	
-6009 EQUIPMENT/SUPPLIES	\$4,000.00	\$4,000.00	\$0.00	\$380.93	\$70.62	\$3,619.07	10	
-6022 WATER TESTING	\$6,000.00	\$6,000.00	\$0.00	\$1,947.97	\$614.97	\$4,052.03	32	
-6023 COUNTY WASTEWATER TR	\$110,000.00	\$110,000.00	\$0.00	\$33,212.23	\$10,753.32	\$76,787.77	30	
-6024 COUNTY WATER PURCHAS	\$97,173.00	\$97,173.00	\$0.00	\$55,735.78	\$18,236.61	\$41,437.22	57	
-6030 PLANT LAB SUPPLIES/C	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0	
-6050 METER PURCHASES	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0	
500100-500-WATER & SEWER OPERATIO	\$435,350.00	\$435,350.00	\$0.00	\$132,249.30	\$54,189.90	\$303,100.70	30	
Reporting Fund: 500-WATER & SEWER FUND								
FundRevTot	\$435,350.00	\$435,350.00	\$0.00	\$190,941.32	\$69,599.68	(\$244,408.68)	44	
FundExpTot	\$435,350.00	\$435,350.00	\$0.00	\$132,249.30	\$54,189.90	\$303,100.70	30	
Reporting Fund: 600-CIP								
0000-600-Revs								
-								
-0015 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$18,010.00	\$18,010.00	(\$26,990.00)	40	
-0020 CIP WATER FUND	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0	
0000-600-Revs	\$70,000.00	\$70,000.00	\$0.00	\$18,010.00	\$18,010.00	(\$51,990.00)	26	
600100-600-CAPITAL PROJECTS FUND								
-								
-8600 GENERAL EXPENSES - W	\$25,000.00	\$25,000.00	\$0.00	\$62,508.81	\$14,732.59	(\$37,508.81)	250	
-8650 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0	
600100-600-CAPITAL PROJECTS FUND	\$70,000.00	\$70,000.00	\$0.00	\$62,508.81	\$14,732.59	\$7,491.19	89	
Reporting Fund: 600-CIP								
FundRevTot	\$70,000.00	\$70,000.00	\$0.00	\$18,010.00	\$18,010.00	(\$51,990.00)	26	
FundExpTot	\$70,000.00	\$70,000.00	\$0.00	\$62,508.81	\$14,732.59	\$7,491.19	89	
Grand Totals:	TotalRev	\$1,481,950.00	\$1,481,950.00	\$0.00	\$360,946.25	\$146,375.08	(\$1,121,003.75)	24
	TotalExp	\$1,439,250.00	\$1,439,250.00	\$0.00	\$383,452.46	\$129,591.15	\$1,055,797.54	27



Town of Mineral

P.O. Box 316
312 Mineral Avenue
Mineral, Virginia 23117
Phone 540-894-5100

Summary of Bank Balances As of 09.30.2025

Blue Ridge Bank Operating Account	\$234,275.76
Blue Ridge Bank/Spring Grove Operating Account	\$ 74,631.56
LGIP Town of Mineral Investment Account	\$405,969.64
LGIP Spring Grove Cemetery Perpetual Account	\$245,378.88
LGIP Spring Grove Cemetery Operating Account	\$226,443.12

Monthly Water Consumption

Section H, Item 3.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Water Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
9.20.2024-10.20.2024	1,554,600	1,324,557	14.8%	\$ 14,423.05	\$ 19,213.58
10.21.2024-11.20.2024	1,976,400	1,734,335	12.2%	\$ 18,324.70	\$ 23,673.73
11.20.2024-12.20.2024	1,876,800	1,433,210	23.6%	\$ 17,403.40	\$ 20,714.55
12.20.2024-01.21.2025	2,294,200	1,805,819	21.3%	\$ 21,264.35	\$ 24,854.62
1.21.2025-2.21.2025	2,421,000	1,698,303	29.9%	\$ 22,400.25	\$ 23,475.67
2.21.2025-3.20.2025	1,748,100	1,335,016	23.6%	\$ 16,212.93	\$ 19,860.24
3.21.2025-4.21.2025	1,939,800	1,367,352	29.5%	\$ 17,992.15	\$ 19,875.71
4.21.2025-5.20.2025	1,922,400	1,664,830	13.4%	\$ 17,825.20	\$ 22,301.59
5.20.2025-6.20.2025	2,033,500	1,623,740	20.2%	\$ 18,852.88	\$ 22,858.14
6.20.2025-7.21.2025	1,919,700	1,431,971	25.4%	\$ 18,646.29	\$ 20,371.69
7.21.2025-8.20.2025	1,873,200	1,570,349	16.2%	\$ 18,236.61	\$ 21,847.64
8.20.2025-9.22.2025	1,913,200	1,533,077	19.9%	\$ 18,577.17	\$ 21,376.99
TOTALS	21,559,700	16,989,482		\$ 201,581.81	\$ 239,047.16

Monthly Sewer Usage

Section H, Item 3.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Sewer Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
9.30.2024-10.31.2024	716,550	637,687	11.0%	\$ 9,815.57	\$ 11,953.23
10.31.2024-11.30.2024	521,400	855,396	-64.1%	\$ 7,143.97	\$ 15,102.64
11.30.2024-12.31.2024	656,400	680,971	-3.7%	\$ 8,992.12	\$ 12,840.22
12.31.2024-1.31.2025	828,450	861,477	-4.0%	\$ 11,347.48	\$ 15,568.92
1.31.2025-2.28.2025	1,709,162	829,001	51.5%	\$ 23,404.43	\$ 14,776.03
2.28.2025-3.31.2025	901,437	571,917	36.6%	\$ 12,346.67	\$ 11,385.44
3.31.2025-4.30.2025	970,024	712,254	26.6%	\$ 13,285.63	\$ 11,538.94
4.30.2025-5.30.2025	1,032,606	693,358	32.9%	\$ 14,142.38	\$ 11,780.50
5.30.2025-6.30.2025	729,750	682,971	6.4%	\$ 9,996.28	\$ 12,936.18
6.30.2025-7.31.2025	866,850	650,223	25.0%	\$ 12,462.63	\$ 12,245.42
7.31.2025-8.31.2025	747,900	769,187	-2.8%	\$ 10,747.32	\$ 13,849.51
8.31.2025-9.30.2025	590,250	730,350	-23.7%	\$ 8,481.89	\$ 13,088.74
TOTALS	8,932,629	7,175,255		\$ 122,937.16	\$ 130,127.52



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager's Report

Background:

Enclosed is the monthly Town Manager's Report.

Recommended Action:

Attachments:

Manager's Report



Town Council

REPORT SUMMARY

Meeting Date: October 13, 2025

Section H, Item 4.

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager Report

Finance

1. Budget FY27 – We will start reviewing numbers and gathering requests.
2. Audit for FY2023- The reconciliation process is starting, and we are hoping this will go smoother than FY2022 has we have more records and are more organized than last year. Our goal is to get the audit for FY23 and 24 done this year or at least 18 months.

Park Update (administrative)

1. Luck Field bathrooms – Nothing from the LL on bathrooms or the policy.
2. Lights for the park –

Water/Sewer

1. Well #4 – We have heard back from VDH and we can put Well #4 back in Use. I am working with the Water Operator to get another sample that is needed and the added chemicals needed to clean the water. This should happen next week.
2. We are fixing a leak on Mineral Ave that, is the last leak that was found by VRWA.
3. We have quotes related to fire hydrant repairs and the new builds at St Cecilia. In reviewing the estimates, these are acceptable. The budget numbers are estimates for the entire project, including materials. The Town pays for the materials separately and as water and sewer material inventory to help with the budget number. The projects usually come in under budget, given the contractor does not have to address the materials (ordering it, picking it up/delivery to the job site).

MuniCode

1. The team at municode have sent over the poofs for municode. I am reading through the proofs and comparing them to the original code, ensuring any new/updated codes are included.



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Well #4

Background:

Well #4 update



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Cemetery Proposal

Background:

Cemetery is cared for by the Town this included the columbarium. There is a discussion on landscape and plots.



Spring Grove Memorial Park Cemetery
P O Box 316
Mineral, VA 23117

August 31, 2025

Cemetery Report

Action Items for Council Approval:

- The cemetery committee, which includes Council Member McGehee, Lewis Keller (our cemetery groundskeeper) and Kelly Singletary reviewed and approved a request to place a family columbarium at Spring Grove Cemetery to hold two sets of cremains (see copy of proposed columbarium). The committee required that the customer purchase two lots to align with the cemetery policy that only one body or set of cremains can be interred in each spot. The committee is requesting Council approve two separate items regarding this application.
 - Item 1 - the lots the customer has purchased are in Block 4, Lot 104, Sites 2 & 3 (highlighted in yellow on attached plat map). Directly in front of and in a portion of the lots are a row of bushes (highlighted in blue on attached GIS overview) that will need to be removed to access the lots. The cemetery committee would prefer to move the customer back to the next row, Lot 103, Sites 2 & 3 OR Sites 3 & 4 (highlighted in pink on attached plat map) to avoid removing the bushes and maintain the look and privacy of that section of Block 4. The customer agrees to this move but has requested that Council mark either Site 2 or Site 4 as non-sellable. These two lots are on an odd angle and do not completely conform to the size of the standard lots. The customer desires that their columbarium be the only burial plots on a lot and have looked at many locations throughout the cemetery to achieve that without requesting that sites be marked as non-sellable.
 - The committee recommends moving the customer back a row to preserve the bushes and requests Council to make a motion and approve this plan, including which site to vacate and mark as non-sellable.
 - The committee also recommends that Lot 104 be marked as non-sellable to avoid having to remove the bushes for any future burial.
 - Item 2 – the committee has discussed and agrees that any future family columbariums, if allowed, should be placed in this same area and not spread out throughout the cemetery. Committee also agrees that height and size restrictions should be placed on any future columbariums in keeping with the size and height of the current application. There is currently no language in the Cemetery policies that

specifically prohibit a family columbarium nor any language regarding size or height restrictions, other than the size restrictions for a headstone. A copy of the Town Code and the Cemetery Policies is included for reference purposes.

- The committee requests Council to make a motion and approve one of the following:
 - No further family columbariums be allowed in Spring Grove Cemetery
 - Family columbariums will be allowed in Spring Grove Cemetery:
 - Only in Block 4 **OR** allowed in any location
 - If more columbariums are approved, size and height restrictions should align with this current family columbarium
- Cemetery committee, Town Manager, Treasurer, and groundskeeping personnel have discussed the landscaping throughout the cemetery, particularly around the public columbarium. There is poison ivy growing in some of the bushes, the bushes are growing over the sidewalk and the surrounding area behind the columbarium. The sidewalk up to and the walking area around the columbarium is a very tight space. We agree that it would be beneficial to call in a landscape architect to advise on how to upgrade that area with better walking space and less intrusive landscaping. The cost of this would be taken from the cemetery funds.
 - The committee requests that Council approve and authorize the cemetery committee to move forward with meeting with a landscape architect to have a concept design drawn up for the cemetery grounds.

Informational Items for Council:

- The shed at the back of the property was damaged in one of the strong summer thunderstorms and needs to be replaced. Staff is researching the best option for a replacement shed.
- There has been discussion regarding a sign at the cemetery with rules, etc. to keep the cemetery clean and tidy. Before we attempt to place a sign out there, staff will send a reminder letter to all cemetery customers reminding them of the rules and regulations already in place and ask for their cooperation in keeping the cemetery looking nice.

Spring Grove Cemetery

Rules and Regulations

Purpose

It is the objective of the management to make Spring Grove Cemetery a beautiful resting place for the departed, where well-kept lawns, various foliage and planned landscaping will give a sense of peace and repose. Anything that would mar the general beauty and harmony of the setting must be avoided.

These Rules and Regulations are designed to protect owners of interment rights as a group, and to prevent the inconsiderate from taking unfair advantage of the others, the rules are not meant to be restraining to the compliant. These Rules and Regulations are hereby adopted as the Rules and Regulations of Spring Grove Cemetery. All owners of lots and sites, owners of interment rights, visitors or contractors performing work within the cemetery shall be subject to such Rules and Regulations, amendments or alterations which may be adopted by Spring Grove Cemetery in the future.

Supervision of Cemetery

1. The Cemetery has the right to compel all persons coming into the Cemetery to obey all Rules and Regulations adopted by the Cemetery.
2. The Cemetery shall take reasonable precautions to protect owners and the property rights of owners within the Cemetery from loss or damage. Spring Grove disclaims all responsibility for loss or damage from causes beyond their reasonable control especially from loss or damage caused by the elements, acts of God, common enemy, thieves, vandals, malicious mischief makers or unavoidable accidents.

1

Maintenance of Property and Grounds

1. All grading, landscaping work, improvements or care of lots of any kind shall be planted, cut, trimmed, or removed by the Cemetery or done with the consent of Spring Grove Cemetery.
2. No enclosures of any kind, such as fencing, coping, hedges, or ditches, shall be permitted around any grave or lot. Grave mounds will not be allowed, No lot may be raised above the established grade.
3. All items not part of the headstone will be removed. Flags and solar lights will be allowed as long as they are mounted in the base of the headstone or attached to the headstone in a manner that does not impede the maintaining of the site. This will be at the discretion of the cemetery Administrator.

Rights of Lot Owners and Heirs

1. **PROPERTY RIGHTS:** Any right, title, or interest conveyed on a lot, plot, crypt, or burial space is at all times limited to a right of interment of human remains which is subject to the Rules and Regulations on file, now existing and/or which may be hereafter adopted either by amendment or alteration, all of which are conditions, reservations and restriction, and are binding to the lot owner, his/her heirs, devisees, executors, administrators and assigns.
2. **JOINT CONVEYANCES:** In all conveyances to two (2) or more persons, each lot owner shall have a vested right of interment of his or her remains in the plot so conveyed. Upon the death of a lot owner, the interest in the lot shall immediately be vested in the survivor or survivors, subject to vested right of interment for the remains of deceased lot owner. (a) An affidavit by any competent person setting forth the fact of the death of one lot owner and establishing the identity of the survivor named in the Certificate of Interment Rights when filed with the Cemetery, shall be its complete authority to permit

2

the use of the unoccupied portion of such plot in accordance with the directions of the survivor or his/her successors interest. (b) A vested right of interment, as in the rules provided, may be waived and shall be terminated upon the interment elsewhere of the remains of a person entitled thereto under this provision.

3. RIGHT IN THE EVENT OF DEATH OF OWNER:

(a) Whenever an interment of a member of the family of the recorded owner, or of a relative of a member of said family, or of the remains of the recorded owner is made in a burial plot and said owner dies without making disposition of such burial plot in his/her will by a specific devise thereof, or by a written declaration filed and recorded in the office of the Cemetery, such burial plot thereby becomes inalienable and shall be held as the family burial plot of the owner.

(b) In said family burial plot one (1) grave may be used for the owner's interment, one (1) for the surviving spouse, if any, the parents or children of the deceased owner in order of need, may be interred without the consent of any person claiming any interest therein.

(c) In the event there shall be no parent or child surviving such deceased person the right of the interment shall go in the order of need; first, to the spouse of any child of said recorded owner, and second, to the next heirs at law of owner as specified by the statutes of descent, or the spouse of any such heir at law.

(d) Any surviving spouse, parent, child, or heir of the deceased owner having a right of interment in such plot may waive the right in favor of another relative or spouse of the deceased owner. Upon such a waiver, the body of the person in whose favor the waiver is made may be interred therein.

(e) When there are several owners or right of interment in a burial plot, owner may designate one (1) or more persons to represent said plot and file written notice of designation with the Cemetery. In the absence of such notice or written objection to its so doing, the Cemetery shall not be liable to any owner for direction of any registered co-owner of such plot.

3

**Resale and Purchase of Lots
And Interment Rights**

1. The sale, transfer, assignment or conveyance by an owner to another of any lot or interment right will not be recognized by the Cemetery unless Spring Grove Cemetery joins in such conveyance for the purpose of keeping its records of ownership or unless it writes or stamps such consent in writing.
2. Any and all transfers of any interment rights, whether by conveyance or assignment of purchase contract, are subject to all Rules and Regulations of Spring Grove Cemetery which are now in full force and effect or which may be hereafter adopted. The Cemetery may refuse to consent to a transfer or an assignment as long as there is any indebtedness due the Cemetery from the owners so recorded in the records of the Cemetery.
3. All transfers of ownership or rights shall be subject to a transfer charge.

**Monument and Memorial Installation,
Foundations and Maintenance**

1. In order to keep the improvements uniform, the Cemetery reserves the right to regulate the size and quality of all memorials.
2. Only one (1) memorial will be permitted on one (1) grave site. No memorial may be set to embrace two (2) or more grave spaces except for companion or family memorial.
3. Written approval from the Cemetery must be secured before any marker, memorial or foundation may be delivered to the Cemetery for installation.
4. Headstones must be installed by professional installers and no private installations are allowed. The base will have to be installed per specs and must be inspected by a town representative. The base must be concrete. No wooden headstones will be allowed. The only temporary markers allowed will be the

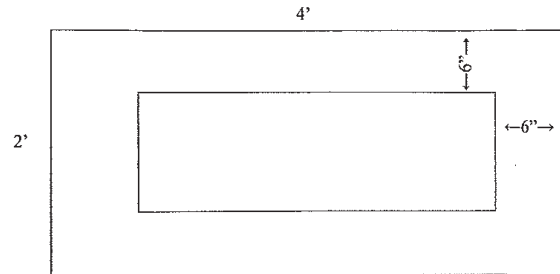
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type provided by the Funeral Homes. A permanent marker must be installed within twelve (12) months of interment.(See Sketch)

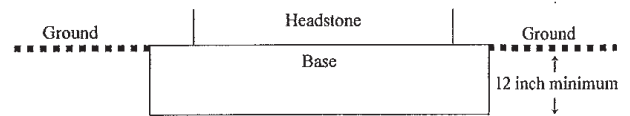
5. All foundations shall be the size and material specified by the cemetery. Foundations must have the thickness of not less than twelve (12) inches and the surface area must equal surface area of memorial as to produce an exposed foundation surface of not less then six (6) inches on all sides of foundation.
6. All monuments must be finished on at least two (2) sides, except that the base may only be finished on its top with sawed bottom and rock pitched side.
7. Monument must be of the approved size, color and finish and must not exceed sixty-five percent (65%) of overall width of the lot.
8. Individual markers are allowed at the foot of the grave. These markers must be flush with the ground. No foundation is required.
9. All memorials must be set in a uniform line.
10. The installer of memorials shall be responsible for removal of excess dirt from the excavation, and complete cleanup of lots adjoining placement area.
11. The Cemetery reserves the right to locate and identify the lot location for placement of memorials and foundation.
12. The Cemetery must inspect and approve the completed work and foundation and memorials.
13. No memorial or foundation shall be installed without authorization of the proper owner or owners of record.

5

Headstone area is 4 feet wide by 2 feet deep for each grave site.



Headstone length is limited to 31.2 inches
6" of exposed concrete base required on all sides
Base must be a minimum of 12 inches in depth



Double headstone when centered on two gravesites can be 62 inches

Regulations

1. No more than one (1) body shall be interred in a grave except in the case of a parent and a child or two (2) infants buried in one (1) casket. No grave containing remains will be reopened for additional interment.
2. A rigid outer burial container or other permanent type grave liner is required for all caskets and urns buried below ground.

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Right Reserved

1. The Cemetery reserves the right to rectify mistakes which it incurs by making interments, disinterment and removals; deed transfers of conveyance; to substitute and convey other lots or interment right of equal value in similar locations, as far as possible, as selected by the Cemetery; or to refund the amount of money paid on said purchase at the Cemetery's sole discretion. In the event such an error involves the interment of the remains of any person in such property, the Cemetery reserves and shall have the right to remove and transfer remains to property of equal value and similar location as may be substantiated and conveyed in lieu thereof.
2. The rights to enlarge, reduce, replot or change, from time to time, the boundaries or grading of the cemetery or of the section or sections, including the right to modify or change the location of, or any part thereof or remove or regrade and operate or alter or change pipe lines, drainage, ditches, etc., is also expressly reserved. The Cemetery reserves to itself and to those lawfully entitled thereto, a perpetual right of ingress and egress over lots and sites for the purpose of passage to and from other lots and sites, driveways and sections.
3. The right to remove any unsightly flowers, whether real or plastic, and dispose of any floral arrangement that has been moved by any means from the original location.

Modifications and Amendments

The Cemetery may and hereby expressly reserve the right at any time or times, to adopt new rules and regulations or to amend, alter, modify or repeal any rule, regulation, articles, section, paragraph, and/or sentence in these Rules and Regulations.

Town of Mineral, VA
Thursday, September 4, 2025

Chapter 166. Cemeteries

[HISTORY: Adopted by the Town Council of the Town of Mineral 7-10-2006 by Ord. No. 2006-04 (Ch. 6 of the 1982 Code). Amendments noted where applicable.]

§ 166-1. Where burial permitted.

It shall be unlawful for any person to bury the remains of any person within the corporate limits of the Town except in a duly established cemetery or other burial ground.

[1] *Editor's Note: For state law provisions see §§ 15.2-1121 and 57-22 et seq., Code of Virginia.*

§ 166-2. Spring Grove Memorial Cemetery Park.

The Town of Mineral owns and operates a cemetery outside the Town limits known as the "Spring Grove Memorial Cemetery Park." The Mayor or his designee is responsible for the operation thereof, including the sale of lots and the administration of the perpetual care fund associated therewith.

§ 166-3. Removal of trees or plantings from cemetery.

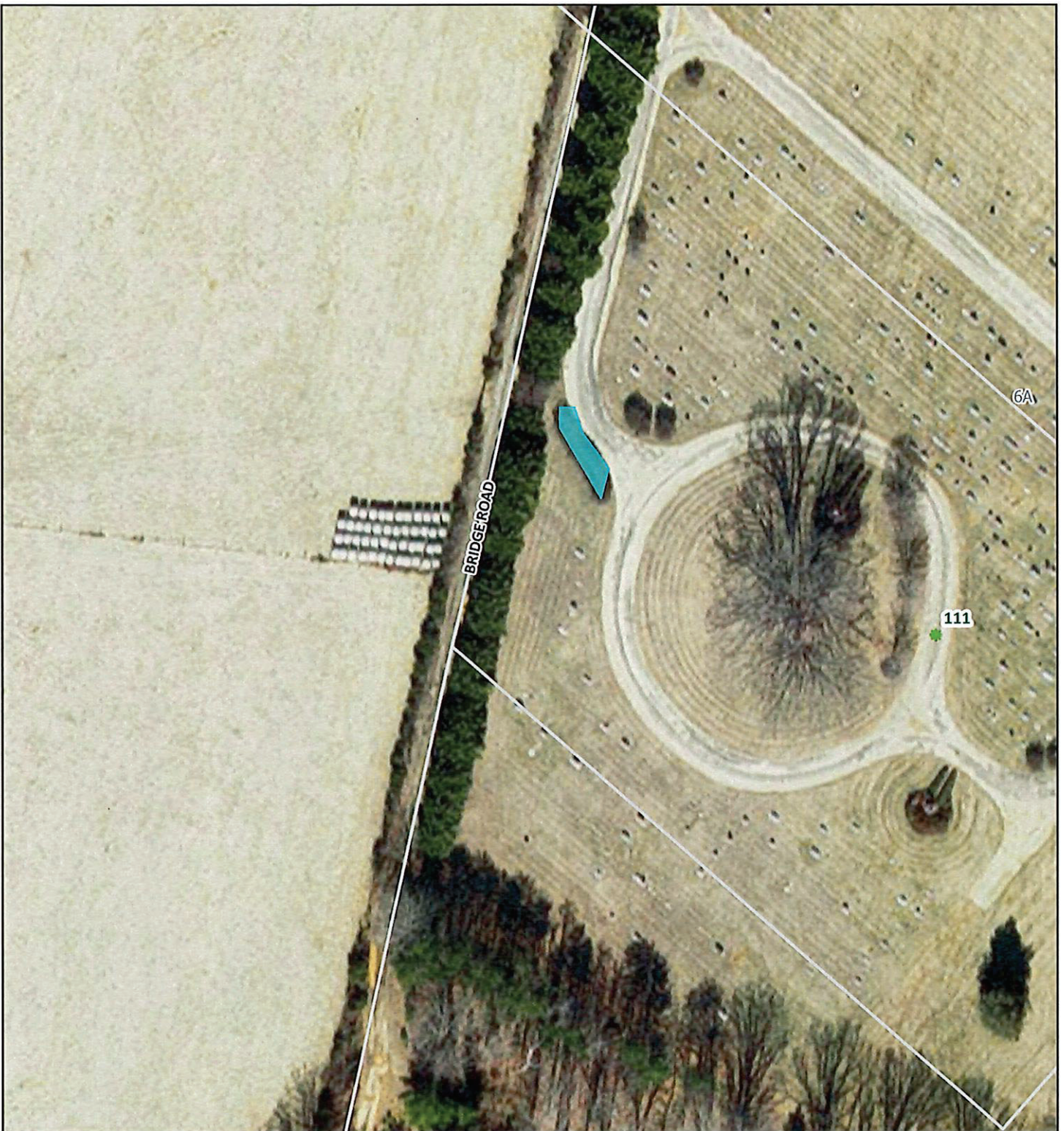
It shall be unlawful for any person to sell or offer for sale or to remove or attempt to remove any sound or living trees or plantings used to beautify the Town cemetery from a cemetery lot unless the removal of such trees or plantings shall be deemed necessary to open a grave site. However, the Town Council may authorize the sale, cutting and disposition of any trees, timber, or other growing products from the cemetery.

[1] *Editor's Note: Additional criminal penalties for trespassing at night in a cemetery and for vandalism to cemeteries and burial grounds are found in §§ 18.2-125 and 18.2-127, Code of Virginia, respectively. See also § 310-29C of this Code with respect to trespassing at night upon any cemetery.*

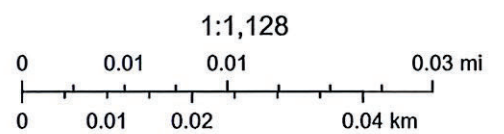
§ 166-4. Rules and regulations; violations and penalties.

The Cemetery Committee of the Town Council shall have the power to establish and promulgate rules and regulations not in conflict with the provisions of this Code or other ordinances of the Town relative to the cemetery. Such rules and regulations shall be subject to the approval of the Town Council. It shall be unlawful for any person to fail, neglect or refuse to comply with such rules and regulations so established, promulgated and approved. Any person convicted of a violation of this section shall be subject to a civil penalty of \$100.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).*



September 4, 2025

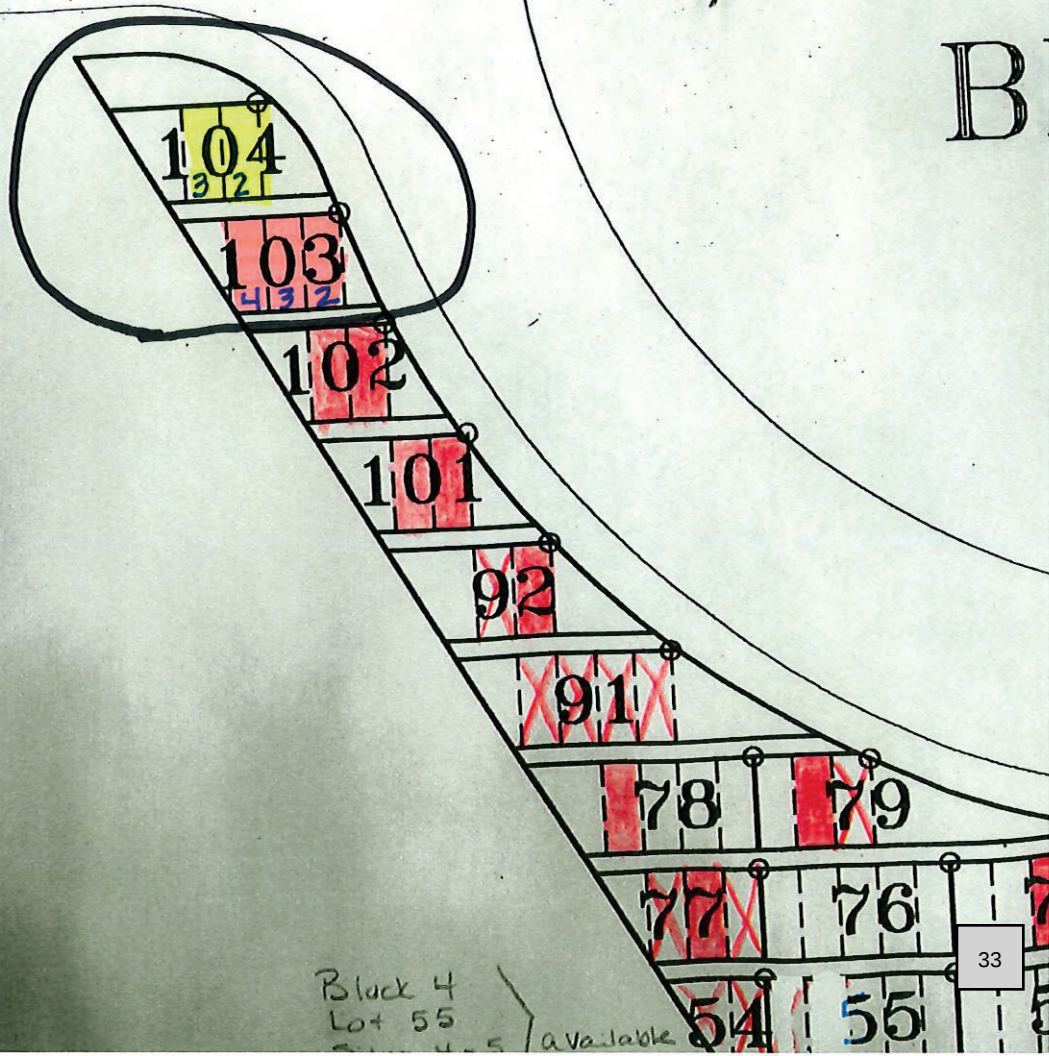


~~BLOCK 2~~

TO ROUTE 522

(S 522)

Block 4

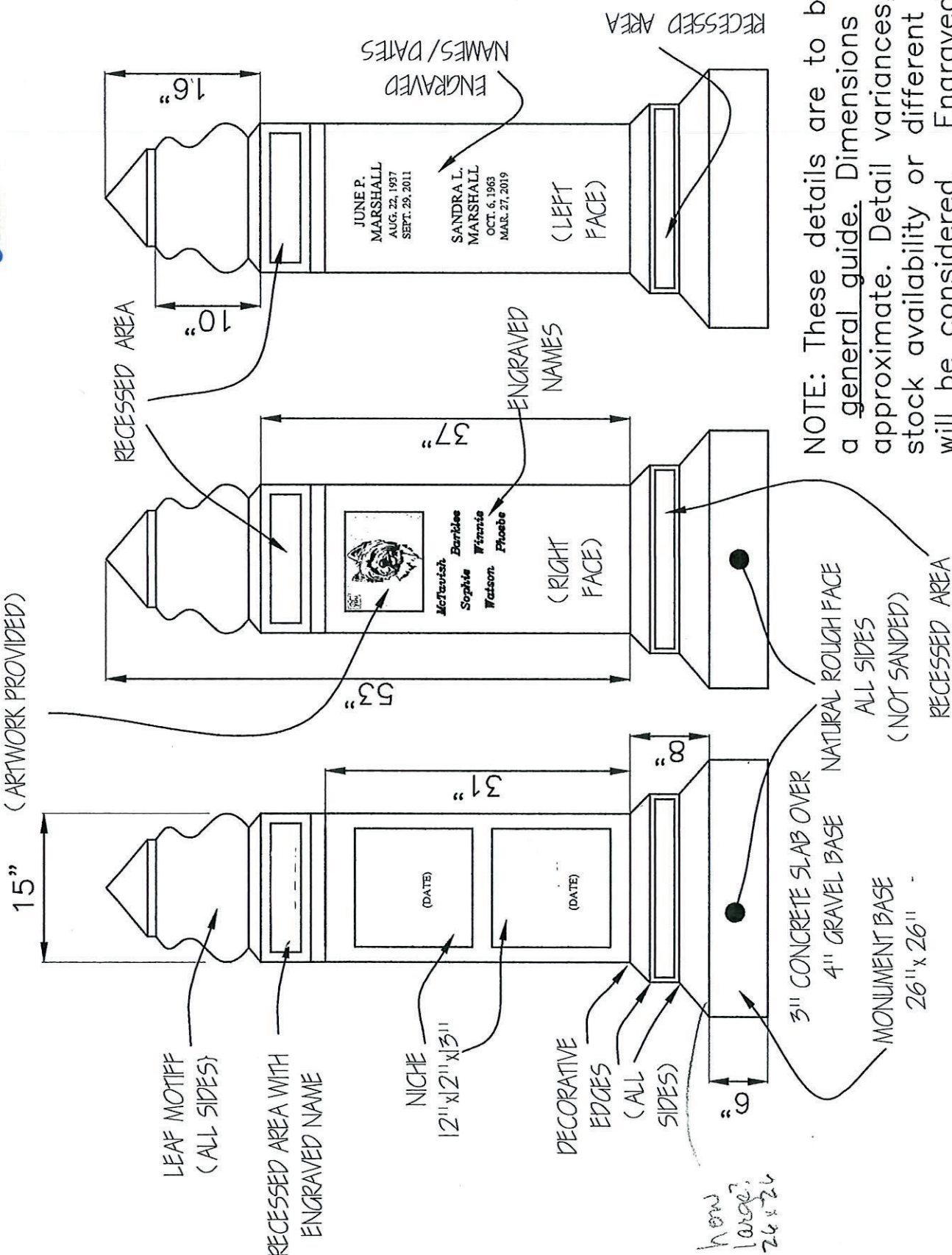


Block 4
Lot 55

available

Height = 67"
Base width = 26"

ENGRAVED
"WESTIE" FACE WITH
LITHO DETAILS
(ARTWORK PROVIDED)



NOTE: These details are to be used as a general guide. Dimensions are approximate. Detail variances, based on stock availability or different design fonts to be determined.



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Louisa County Visitor Map

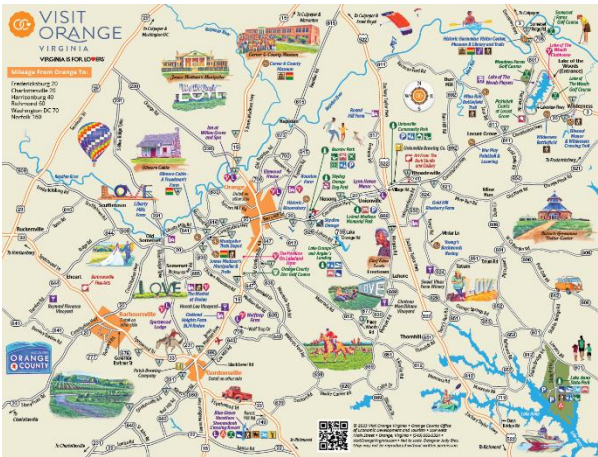
Background:

Chamber of Commerce has asked if the Town would like to support the visitor map and we accepted. This map will help visitors navigate the many sites in Louisa.



Louisa County Visitor Map Project

Funding Request



Project Overview

The Louisa Forward Foundation, in collaboration with community partners, is developing a professionally designed, two-sided, full-color **Louisa County Visitor Map**. This countywide project will highlight Louisa’s attractions, history, and cultural assets while providing featured call-out insets for the **Town of Louisa** and the **Town of Mineral**.

The Visitor Map will serve as both a navigation tool and a marketing asset, directly supporting Louisa’s tourism, economic development, and Main Street revitalization goals.

Key Features

- Countywide overview with major roadways, attractions, and landmarks
- Detailed call-out maps for the **Town of Louisa** and the **Town of Mineral**, plus Lake Anna and Zion Crossroads (if space allows)
- Icons for lodging, dining, retail, historic sites, recreational amenities, wineries, breweries, and cultural attractions
- Partner logos and/or pop-out markers included on the map design
- Virginia is for Lovers branding and VisitLouisa.org prominently displayed
- Initial print run available in sets of 5,000 maps (\$1,500 + delivery per batch)



Project Budget

- Creative Agency / Project Management (Design): \$8,500 (City Select, www.cityselect.com)
- Printing & Distribution: Separate cost, covered by sponsorships and business/partner contributions

Total Design Cost to Launch Project: \$8,500

Confirmed Contributions

- Louisa County Chamber of Commerce – \$1,000
- Louisa County Historical Society – \$1,000

Remaining Need

With \$2,000 already committed, **\$6,000 remains** to complete the design.

We are inviting the Town of Louisa EDA, the Town of Mineral and Buckingham Branch Railroad / Virginia Scenic Railway to partner with us in this important initiative.

Request: *What portion of the \$6,000 would you be willing to contribute to bring this project to life?*

All contributing partners will have their **logo and/or pop-out location on the map**, as well as inclusion in promotional campaigns announcing the map’s launch.

Why This Project Matters

- **Tourism Growth:** Increases visitation and extends stays by clearly guiding travelers to Louisa’s towns, attractions, and lodging.
- **Economic Impact:** Promotes local businesses and drives foot traffic and spending.
- **Community Branding:** Reinforces Louisa’s identity as a destination for history, arts, recreation, and family-friendly experiences.



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Sleigh Donation by Roy Lee Payne's Family

Background:

Mr. Payne served on the Council and passed away a few months ago. His family has donated a sleigh in honor of him and the love he had for the Town of Mineral. The Town has plans to have a plaque made in honor of him and use the sleigh as a part of the Town's tree lighting and decorations.



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Christmas Tree Lighting

Background:

Christmas Tree Lighting

Attachments:

Christmas tree lighting (Holiday Glow) information sheet
Holiday Glow Registration

Town of Mineral

HOLIDAY GLOW

When:

December 12

@ 6:00

Register for the
Holiday Glow
contest contact
Town Hall
540-894-5100

Where:

Town Hall &
Town of Mineral
Streets

Participation:

The Town of Mineral needs your help. We want to make this year the start of a tradition for years to come.

Let's line the streets with Christmas decorations and lights. Each business and/or residence can participate by decorating their property (trees in front *wink, wink*). We want to light up the Town.

All decorations should be in place by December 6th and should be lit by December 12th (through Christmas if possible).

Holiday Glow judging will take place via QR Code that is provided by the Town, 1st, 2nd and 3rd place.

HOLIDAY GLOW

December 12

6-8 PM

Tree Lighting @Town Hall

Name or Business: _____

Participation Address: _____

Contact Name: _____

(if the same leave blank)

Email Address: _____

Phone Number: _____

*We will give a QR code to display for voting.

*Call the Town Hall with Questions:

540-894-5100



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

10.14.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Sewer Line 8th Street

Background:

203 w 8th street drain field is failing, and the town will need to run a sewer line from the closest corner of the property to the manhole or closest sewer line.