



## **MINERAL COUNCIL MEETING AGENDA**

**April 13, 2026 at 6:30 PM**

**312 Mineral Avenue Mineral Virginia 23117**

**Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)**

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. ADOPTION OF AGENDA**

**E. PUBLIC COMMENT**

**F. APPROVAL OF MINUTES**

1. Approve or Amend Minutes 1.12.2026
2. Approve or Amend Minutes 2.9.2026
3. Approve or Amend Minutes 3.9.2026

**G. ACCOUNTS PAID**

1. Accounts Paid

**H. REPORTS**

1. Town Manager Report
2. Treasurer Report
3. DMV Report

**I. OLD BUSINESS**

1. Engineer Study/Water Source Update
2. Open Positions for Town Manager & Town Attorney
3. Review of Ordinances Passed

4. PUD Discussion
5. 8th Street Sewer Line

**J. NEW BUSINESS**

1. Water Disconnect Procedure
2. Minimum Tax Policy
3. Set Date for Budget Workshop
4. Sewer Line Upgrade Between Richmond Avenue & The Lagoon

**K. COMMITTEE REPORTS**

Cemetery (David Hempstead & Bernice Kube)

Personnel (Bernice Kube & Afton Von Tye)

Water and Sewage (David Hempstead & Afton Von Tye)

Budget and Finance (David Hempstead & Afton Von Tye)

Parks (Bernice Kube & Bob Spedden)

Communications (Bernice Kube & Michelle Covert)

Economic Development (Bernice Kube & David Hempstead)

Beautification and Litter (Michelle Covert)

Police, Legal and Fire & Rescue (Becky McGehee & Michelle Covert)

Streets (Michelle Covert & Bob Spedden)

**L. COUNCIL COMMENTS**

**M. CALENDAR**

Mineral Planning Commission Meeting, April 23, 2026 @ 6:30pm

Beautification Day at Whitlock Park, April 25, 2026

Household Hazardous Waste Day, Louisa County Landfill, April 25, 2026, 8am - 1pm

Opening Day for The Farmer's Market, Whitlock Park, May 2, 2026, 8am - 12pm

Water and Sewer Committee Meeting, May 6, 2026 @ 6:00pm

**N. EXECUTIVE SESSION (AS NEEDED)**

**O. ADJOURN**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

Council Members: Michelle Covert, Bernice Kube, Bob Spedden, Rebecca McGehee, Afton Von Tye, Dave Hempstead

Nicole Washington, Town Manager, Teri Burns, Town Clerk, Kelly Singletary, Town Treasurer, Vacant, 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 COUNCIL MEETING MINUTES**

**January 12, 2026 at 6:30pm**

**312 Mineral Avenue Mineral Va 23117**

**Phone: 540-894-5100 | townofmineral.com**

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### **A. CALL TO ORDER**

The Mayor called the meeting to order at 6:30 p.m.

### **B. ROLL CALL**

Present:

Mayor - Pamela Harlowe, Vice Mayor - Bernice Kube (zoom – medical)  
Council members – Michelle Covert, Dave Hempstead, Rebecca McGehee,  
Bob Spedden, Afton Von Tye

Staff Present:

Town Manager/Zoning Administrator/Clerk of Council Nicole Washington, Town Clerk  
Teri Burns, Town Treasurer Kelly Singletary

### **C. PLEDGE OF ALLEGIANCE**

All in attendance stood for the pledge of allegiance.

Council Member Hempstead made a motion in the best interest of the town to fire  
Nicole Washington with cause immediately from her position as Town Manager, Zoning  
Administrator and Clerk of the Council.

Several council members voiced support for retaining the Town Manager, highlighting the positive contributions made to the community. It was noted that this matter was not included on the agenda and that the Personnel Committee had not provided any information to the Council regarding the Town Manager.

Motion made by Hempstead, Seconded by Kube

Yea: Hempstead, Kube, Von Tye

Nay: Covert, McGehee, Spedden

Mayor Harlowe voted Yea

**Motion passed 4-3-0**

Vice Mayor Kube made a motion to recess the meeting at 6:47pm until January 20, 2026. The Mayor agreed. A vote was not taken.

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye, Dave Hempstead

Nicole Washington, Town Manager, Teri Burns, Town Clerk, Kelly Singletary, Town Treasurer, Vacant, Town Attorney

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## MINERAL COUNCIL MEETING MINUTES CONTINUATION OF JANUARY 12, 2026 MEETING

February 09, 2026 at 6:30 PM  
312 Mineral Avenue Mineral Virginia 23117  
Phone: 540-894-5100 | [townclerk@townofmineral.net](mailto:townclerk@townofmineral.net)

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### A. CALL TO ORDER

Mayor Harlowe called the meeting to order at 6:35pm

### B. OPEN MEETING POLICY

During the discussion of adopting the Open Meeting Policy there is a disagreement on whether the proposed policy is consistent with Virginia's Freedom of Information Act (FOIA), particularly regarding reasons for remote participation and disclosure of location.

Motion to adopt the Open Meeting Policy by Hempstead, Seconded by Von Tye

Voting Yea: Kube, Von Tye, Hempstead

Voting Nay: Covert, McGehee

**Motion Passed 3-2-0**

### C. ROLL CALL

Present:

Michelle Covert

Bernice Kube (Zoom - medical)

Afton Von Tye

Rebecca McGehee

David Hempstead

Bob Spedden

### D. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance

### E. ADOPTION OF AGENDA

Motion to amend the agenda by Hempstead, Seconded by Covert

Voting Yea: Spedden, Hempstead, McGehee, Von Tye, Kube, Covert

**Motion Passed 6-0-0**

- Add public signs and zoning changes
- Add council comments
- Add Quincentennial

## F. Public Comment

Rebecca Vigon, informed the council the Winter Markets will continue on the 1st and 3rd Saturdays until the end of April. April 25th is scheduled as Beautification Day, with Council Members Covert and McGehee assisting. The mayor was requested to schedule a large item pick up for residents on the same day. Ms. Vigon requested excess dirt from the cemetery be used to level dips by the train track for vendors. The Mineral Farmers Market Opening Day is May 2nd.

Debbie Moon, expresses a concern that Zoning Article V contains several unreviewed differences, including additions and deletions, between the version from the December meeting and the one presented in the current packet, and aims to ensure the Council is aware before proceeding.

Blair Nipper requested clarity and accountability from the Town Council regarding previously undisclosed bank account(s). Council is requested to provide a written timeline documenting the discovery of each account identification of why the accounts were not disclosed as required by Va. Code and confirmation of audits and financial reports were materially affected. Additionally requests the adoption of a formal, written transition and financial account verification policy. The issues presented are a matter of governance, statutory duty and the protection of public funds. The full statement is attached to the agenda packet.

Becky McGehee reports that her FOIA request concerning a missing account remains unfulfilled, placing the Mayor in violation. She also described a "set up" against the former Town Manager calling such actions unacceptable. She also asserts she has proof the former Town Manager did not fabricate a story about poisoning the town water supply.

## G. APPROVAL OF MINUTES

Motion to amend the 12.1.2025 minutes

Add that the discussion included budgeted line items for the Town Attorney, DMV revenue and the county water expense.

Motion to table the 12.15.2026 minutes until the next meeting

Motion made by Covert, Seconded by McGehee

Voting Yea: Covert, Kube, Von Tye, McGehee, Hempstead, Spedden

**Motion passed 6-0-0**

## H. ACCOUNTS PAID

Mayor stated accounts have already been paid.

## I. Committee Reports

1. Streets – Dr. Covert suggested the streets committee be combined with the water/sewer committee stating to obtain the information needed for the streets she needs to know what is going on with the water/sewer. She feels like the public is being excluded from the committee meetings since they are not publicized.
2. Police/Legal – Council member McGehee stated that any time a committee meets, the public has a right to come to the meeting. She also presented several police reports to the council.

There is a disagreement between council members over the aggressive behavior of one council member. The Mayor called for the adjournment of the meeting.

Motion by Hempstead, Seconded by Covert

A vote was not taken.

The meeting ended at 7:42pm.

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

Council Members: Michelle Covert, Bernice Kube, Bob Spedden, Rebecca McGehee, Afton Von Tye, Dave Hempstead

Vacant, Town Manager, Teri Burns, Town Clerk, Kelly Singletary, Town Treasurer, Vacant, Town Attorney

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## MINERAL COUNCIL MEETING MINUTES

March 9, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townofmineral.com

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### A. CALL TO ORDER

Mayor Harlowe called the meeting to order at 6:36pm.

### B. ROLL CALL

Present:

Mayor Pamela Harlowe  
Vice Mayor Bernice Kube  
Council Member Michelle Covert  
Council Member Dave Hempstead  
Council Member Becky McGehee  
Council Member Bob Spedden  
Council Member Afton Von Tye

Staff Present:

Town Treasurer - Kelly Singletary  
Town Clerk - Teri Burns

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance.

### D. ADOPTION OF AGENDA

Council Member McGehee made a motion to add bullying and harassment. Seconded by Council Member Covert.

Yea: Council Member Covert, Council Member McGehee, Council Member Spedden.

Nay: Vice Mayor Kube, Council Member Hempstead Council Member Von Tye.

Mayor Harlowe: Nay

**Motion Failed: 3-3-0**

Council Member Hempstead made a motion to amend the agenda adding closed session after adopting the agenda and adding the Mineral Planning Commission recommendations to the reports. Seconded by Council Member Von Tye.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member Spedden, Council Member Von Tye.

Nay: Council Member Covert, Council Member McGehee.

**Motion Passed: 4-2-0**

#### **E. EXECUTIVE SESSION**

At 6:42pm, Mayor Harlowe stated the council needed to go into closed session to discuss personnel issues and asked everyone to leave except the Town Council.

#### **F. BACK IN SESSION**

Council Member Covert made a motion to pay out the former Town Manager's contract as it states. Seconded by Council Member McGehee.

Yea: Council Member Covert, Council Member McGehee, Council Member Spedden.

Nay: Vice Mayor Kube, Council Member Hempstead, Council Member Von Tye.

Mayor Harlowe: Nay

**Motion Failed: 3-3-0**

Council Member Hempstead made a motion to hire an attorney to represent the town in the personnel issue. Seconded by Council Member Von Tye.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member Von Tye.

Nay: Council Member Covert, Council Member McGehee, Council Member Spedden.

Mayor Harlowe: Yea

**Motion Passed: 3-3-0**

#### **G. PUBLIC COMMENT**

Jim Snider commented on verbiage used in the Town Manager's report.

Becky McGehee commented how unhappy she was with the last meeting and being harassed. She passed out documents to the audience.

#### **H. APPROVAL OF MINUTES**

Vice Mayor Kube made a motion to approve the December 15, 2025 minutes. Seconded by Council Member Hempstead.

Yea: Vice Mayor Kube, Council Member Hempstead, Council Member Spedden, Council Member Von Tye.

Nay: Council Member Covert, Council Member McGehee.

**Motion Passed: 4-2-0**

Vice Mayor Kube requested to postpone approving the minutes of the January and February meetings to have time to review with the Town Clerk.

#### **I. ACCOUNTS PAID**

The accounts paid were reviewed.

#### **J. REPORTS**

## 1. Committee Reports

Streets - Council Member Covert informed the council that the town roads should be restored properly after being damaged by the data line installers. She will have a meeting with VDOT in the upcoming week to discuss the repairs.

Water and Sewer - Mayor Harlowe reported that the final upgrade on well #4 with the balance of the grant has been completed. The county procurement agreement does not allow for the PER study so that will have to be bidded out.

Economic Development - Vice Mayor Kube would like to set up a meeting with local businesses at the end of April early May.

Beautification - Council Member Covert talked about the festival on May 2, 2026.

## 2. DMV Report

DMV report was reviewed noting a \$13,000 shortage of revenue of the budgeted amount.

## 3. Treasurer Report

The treasurer's report was reviewed noting items would be discussed at the budget meeting.

## 4. Town Manager Report

The Town Manager report was reviewed and is attached to the agenda packet.

## 5. Recommendations of the Mineral Planning Commission

The Mineral Planning Commission Chairman Ed Kube reviewed the recommendations of the Commission for consideration to the Mineral Town Council.

## K. OLD BUSINESS

### 1. Establish date for Budget Workshop

Monday, March 23, 2026 @ 6:30pm.

### 2. Adopt 2026 Holiday Calendar

Motion to adopt the 2026 Holiday Calendar made by Vice Mayor Kube. Seconded by Council Member Spedden.

Yea: Vice Mayor Kube, Council Member Covert, Council Member Hempstead, Council Member McGehee, Council Member Spedden, Council Member Von Tye.  
Nay: None

**Motion Passed: 6-0-0**

### 3. Adopt 2026 Meeting Dates

Motion to adopt the 2026 Meeting Dates made by Vice Mayor Kube. Seconded by Council Member Spedden.

Yea: Vice Mayor Kube, Council Member Covert, Council Member Hempstead, Council Member McGehee, Council Member Spedden, Council Member Von Tye.  
Nay: None.

**Motion Passed: 6-0-0**

4. Adopt Louisa County Closure/Delayed Opening Procedure

Motion to adopt the Louisa County Closure/Delayed Opening Procedure made by Vice Mayor Kube. Seconded by Council Member Covert.

Yea: Vice Mayor Kube, Council Member Covert, Council Member Hempstead, Council Member McGehee, Council Member Spedden, Council Member Von Tye.  
Nay: None.

**Motion Passed: 6-0-0**

**L. NEW BUSINESS**

A discussion was held to hold a joint public hearing on the proposed changes to the Town Code on Light Commercial, General Commercial and Signs with the Mineral Planning Commission on March 26, 2026 at 6:30pm.

A discussion was held to review the job descriptions for the open positions of Town Manager and Town Attorney.

**M. COUNCIL COMMENTS**

Council Member McGehee stressed the importance of doing things correctly and fairly.

**N. ADJOURN**

Motion to adjourn the meeting made by Council Member Hempstead. Seconded by Council Member Spedden.

Yea: Vice Mayor Kube, Council Member Covert, Council Member Hempstead, Council Member McGehee, Council Member Spedden, Council Member Von Tye.  
Nay: None.

**Motion Passed: 6-0-0**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube  
Council Members: Michelle Covert, Dave Hempstead, Rebecca McGehee, Bob Spedden, Afton Von Tye  
Vacant, Town Manager, Teri Burns, Town Clerk, Kelly Singletary, Town Treasurer, Vacant, Town Attorney

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Section G, Item 1.

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
BESLEY IMPEMENTS	3/27/2026	Check	\$0.00	\$288.77	22497		AP Checks 22497 - 22507
BLUE RIDGE BANK	3/6/2026	CashDisb	\$168.23	\$0.00	0	ACCOUNT ANALYSIS CHARGE	ACCOUNT ANALYSIS CHARGE
BLUE RIDGE BANK	3/26/2026	CashDisb	\$2,354.83	\$0.00	0	FEB 2026 CHARGES	BRB CREDIT CARD PAYMENT
BLUE RIDGE BANK	3/31/2026	CashDisb	\$30.00	\$0.00	0	ACH ORIGINATOR FEE	ACH ORIGINATOR FEE
CENTRAL VIRGINIA CONT	3/27/2026	Check	\$0.00	\$4,220.00	22498		AP Checks 22497 - 22507
COMCAST BUSINESS	3/18/2026	CashDisb	\$912.94	\$0.00	0	1003470749	COMCAST ACCT 708879460
COMCAST BUSINESS	3/18/2026	CashDisb	\$995.79	\$0.00	0	1003470750	COMCAST 708879461
COUNTY OF SPOTSYLVAN	3/27/2026	Check	\$0.00	\$70.00	22499		AP Checks 22497 - 22507
COVERALL	3/27/2026	Check	\$0.00	\$720.00	22500		AP Checks 22497 - 22507
DOCUMENT DESTRUCTIO	3/27/2026	Check	\$0.00	\$40.00	22501		AP Checks 22497 - 22507
DOMINION ENERGY	3/4/2026	CashDisb	\$1,080.09	\$0.00	0	STREETLIGHTS	DOMINION 5483205976
DOMINION ENERGY	3/2/2026	CashDisb	\$69.92	\$0.00	0	6TH ST WALTON PARK WELL #	DOMINION 4406132508
DOMINION ENERGY	3/30/2026	CashDisb	\$565.08	\$0.00	0	609 ST FRANCES PUMP	DOMINION 379697212
DOMINION ENERGY	3/26/2026	CashDisb	\$310.49	\$0.00	0	312 MINERAL AVE	DOMINION 1389918317
DOMINION ENERGY	3/26/2026	CashDisb	\$92.19	\$0.00	0	315 LOUISA AVE SHOP	DOMINION 3472023286
DOMINION ENERGY	3/31/2026	CashDisb	\$20.86	\$0.00	0	107 MINERAL AVE	DOMINION 4118184912
DOMINION ENERGY	3/31/2026	CashDisb	\$61.00	\$0.00	0	6TH ST WALTON PARK WELL #	DOMINION 4406132508
DOMINION ENERGY	3/26/2026	CashDisb	\$46.58	\$0.00	0	102 E 1ST ST OFFICE	DOMINION 6295484908
DOMINION ENERGY	3/26/2026	CashDisb	\$7.59	\$0.00	0	108 MINERAL AVE SHOP	DOMINION 8651974316
DUKE OIL	3/5/2026	Check	\$0.00	\$114.36	22488		AP Checks 22488 - 22496
INTERNAL REVENUE SER	3/6/2026	CashDisb	\$1,480.10	\$0.00	0	941 Q1 2026 022626-030426	PAYROLL 941
INTERNAL REVENUE SER	3/13/2026	CashDisb	\$1,549.42	\$0.00	0	Q1 2026 030526-031126	PAYROLL 941
INTERNAL REVENUE SER	3/20/2026	CashDisb	\$1,350.80	\$0.00	0	Q1 2026 031226-031826	PAYROLL 941
INTERNAL REVENUE SER	3/27/2026	CashDisb	\$1,605.14	\$0.00	0	Q1 2026 031926-032526	PAYROLL 941
LOUISA COUNTY LANDFI	3/5/2026	Check	\$0.00	\$589.68	22489		AP Checks 22488 - 22496
LOUISA COUNTY WATER	3/5/2026	Check	\$0.00	\$17,873.54	22490		AP Checks 22488 - 22496
MAIN STREET SUPPLY	3/5/2026	Check	\$0.00	\$307.29	22491		AP Checks 22488 - 22496
OFFICE OF DRINKING WA	3/27/2026	CashDisb	\$272.58	\$0.00	0	ORDER #130405	2ND QTR 2026 TEST KITS
QUARLES PETROLEUM IN	3/27/2026	CashDisb	\$1,490.64	\$0.00	0	34923252	QUARLES
RAPPAHANNOCK ELECTRI	3/22/2026	CashDisb	\$892.04	\$0.00	0	SPRING RD WELL 4	RAPPAHANNOCK ACCT 268214003
RICOH USA INC	3/1/2026	CashDisb	\$1,100.17	\$0.00	0	109834167	RICOH PAYMENT
RICOH USA INC	3/1/2026	Invalid	\$0.00	\$0.00	0	109834167	Void-RICOH PAYMENT

Section G, Item 1.

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
ROTO-ROOTER	3/27/2026	Check	\$0.00	\$2,139.95	22502		AP Checks 22497 - 22507
ROYALL PUMP & WELL C	3/5/2026	Check	\$0.00	\$20,069.49	22492		AP Checks 22488 - 22496
SOUTHERN SOFTWARE I	3/5/2026	Check	\$0.00	\$1,247.94	22493		AP Checks 22488 - 22496
THOMAS LOWE	3/27/2026	Check	\$0.00	\$27.06	22503		AP Checks 22497 - 22507
UPDIKE INDUSTRIES	3/5/2026	Check	\$0.00	\$3,718.09	22494		AP Checks 22488 - 22496
UPDIKE INDUSTRIES	3/27/2026	Check	\$0.00	\$3,718.09	22504		AP Checks 22497 - 22507
US DEPT OF AGRICULTUR	3/3/2026	CashDisb	\$4,509.00	\$0.00	0	USDA LOAN PAYMENT - WATE	USDA LOAN PAYMENT - WATER LOA
US DEPT OF AGRICULTUR	3/30/2026	CashDisb	\$4,509.00	\$0.00	0	USDA LOAN PAYMENT - WATE	USDA LOAN PAYMENT - WATER LOA
US DEPT OF AGRICULTUR	3/19/2026	CashDisb	\$1,466.00	\$0.00	0	BUILDING LOAN	USDA BUILDING LOAN
VA DEPT OF TAXATION	3/9/2026	CashDisb	\$1,016.00	\$0.00	0	VA STATE TAX PAYMENT	VA STATE TAXES
VERIZON	3/11/2026	CashDisb	\$587.16	\$0.00	0	000015200128	VERIZON LANDLINE
VERIZON	3/23/2026	CashDisb	\$77.48	\$0.00	0	ACCT 742630415	VERIZON CELL & TABLET
VIRGINIA LABOR LAW PO	3/27/2026	Check	\$0.00	\$278.50	22505		AP Checks 22497 - 22507
VIRGINIA RETIREMENT S	3/3/2026	CashDisb	\$1,626.62	\$0.00	0	RETIREMENT/LIFE INS/DISAB	VRS
VOYA FINANCIAL	3/6/2026	CashDisb	\$527.36	\$0.00	0	401 LIAB & EXP	VOYA FINANCIAL
VOYA FINANCIAL	3/2/2026	CashDisb	\$200.00	\$0.00	0	457 LIAB	VOYA FINANCIAL 457
VRSA	3/5/2026	Check	\$0.00	\$3,332.00	22495		AP Checks 22488 - 22496
VUPS	3/5/2026	Check	\$0.00	\$76.80	22496		AP Checks 22488 - 22496
WARREN MARTIN	3/27/2026	Check	\$0.00	\$300.00	22506		AP Checks 22497 - 22507
WHITE OAK ELECTRIC	3/27/2026	Check	\$0.00	\$417.60	22507		AP Checks 22497 - 22507
			\$30,975.10	\$59,549.16			



# Town of Mineral

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

March 31, 2026

Treasurer's Notes:

## Budget Analysis Report:

- All revenues and expenditures for the month of February 2026 are accurately reflected in this report
  - We are 9 months into our fiscal year (75%)
    - General fund YTD revenue is 68%
    - General fund YTD expenses are 61%
    - Water fund YTD revenue is 93%
    - Water fund YTD expenses are 91%
    - Total funds revenue YTD is \$1,058,075.77 (71%)
    - Total funds expenses YTD is \$1,035,578.05 (72%)
- 2025 Real Estate Tax revenue collected = \$119,521.04 (96%)
- 2025 Personal Property Tax revenue collected = \$18,057.07 (72%)

## Monthly Utility Bills:

- We billed 347 accounts for utilities in February
- The breakdown in resources (not including labor) per bill is as follows:
  - Printing \$.002
  - Postcard paper \$.133
  - Postage \$.61
  - Total cost per bill = \$.745
- In March we emailed 154 bills (44%), which saved us \$114.73

Respectfully submitted,

Kelly Singletary, Treasurer



# Town of Mineral

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

## Summary of Bank Balances As of 3.31.2026

<b>Blue Ridge Bank Operating Account</b>	<b>\$278,494.24</b>
<b>Blue Ridge Bank/Spring Grove Operating Account</b>	<b>\$ 53,333.79</b>
<b>LGIP Town of Mineral Investment Account</b>	<b>\$414,006.47</b>
<b>LGIP Spring Grove Cemetery Perpetual Account</b>	<b>\$251,564.94</b>
<b>LGIP Spring Grove Cemetery Operating Account</b>	<b>\$230,925.92</b>

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-03-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 100-GENERAL FUND</b>							
<b>0000-100-Revs</b>							
100-011000-0004 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$60.00	(\$25.00)	(\$240.00)	20
100-011000-0005 FOIA REVENUE	\$500.00	\$500.00	\$0.00	\$25.00	\$0.00	(\$475.00)	5
100-011010-2023 2023 & PRIOR REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
100-011010-2024 2024 REAL ESTATE TAX	\$0.00	\$0.00	\$0.00	\$365.12	\$55.00	\$365.12	0
100-011010-2025 2025 REAL ESTATE TAX	\$125,000.00	\$125,000.00	\$0.00	\$119,521.04	\$5,104.18	(\$5,478.96)	96
100-011020-0001 CURRENT YEARS PUBLI	\$8,500.00	\$8,500.00	\$0.00	\$11,893.96	\$0.00	\$3,393.96	140
100-011030-2023 2023 & PRIOR PERS PR	\$500.00	\$500.00	\$0.00	\$261.87	\$0.00	(\$238.13)	52
100-011030-2024 2024 PERSONAL PROPE	\$0.00	\$0.00	\$0.00	\$405.91	\$288.52	\$405.91	0
100-011030-2025 2025 PERS PROP TAX R	\$25,000.00	\$25,000.00	\$0.00	\$18,057.07	\$2,480.92	(\$6,942.93)	72
100-011060-0001 TAX PENALTY REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$1,222.52	\$420.40	\$222.52	122
100-011060-0002 TAX INTEREST REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$40.22	\$6.48	(\$959.78)	4
100-011060-0003 TAX PENALTY PERS PR	\$500.00	\$500.00	\$0.00	\$623.73	\$464.99	\$123.73	125
100-011060-0004 TAX INTEREST PERS PR	\$100.00	\$100.00	\$0.00	\$311.52	\$31.65	\$211.52	312
100-015100-0001 INTEREST EARNED-LGI	\$20,000.00	\$20,000.00	\$0.00	\$12,500.05	\$1,322.39	(\$7,499.95)	63
100-016099-0003 TRASH REVENUE	\$1,100.00	\$1,100.00	\$0.00	\$1,636.44	\$216.34	\$536.44	149
100-019000-0001 RETURN CHECK FEE	\$100.00	\$100.00	\$0.00	\$25.00	\$25.00	(\$75.00)	25
100-120101-0001 LOCAL SALES TAX REV	\$40,000.00	\$40,000.00	\$0.00	\$40,194.68	\$3,802.46	\$194.68	100
100-120201-0001 CONSUMER UTILITY TA	\$1,100.00	\$1,100.00	\$0.00	\$537.71	\$100.97	(\$562.29)	49
100-120301-0001 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$30,114.03	\$10,129.76	\$114.03	100
100-120501-0001 VEHICLE LICENSE FEES	\$7,000.00	\$7,000.00	\$0.00	\$6,768.14	\$1,837.17	(\$231.86)	97
100-120601-0001 BANK STOCK TAX REV	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
100-120701-0001 ROLLING STOCK TAX	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	(\$1,200.00)	0
100-121001-0001 TRANSIENT OCCUPANC	\$2,000.00	\$2,000.00	\$0.00	\$1,035.77	\$8.24	(\$964.23)	52
100-121101-0001 MEALS TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$76,222.20	\$8,178.31	(\$13,777.80)	85
100-130306-0001 ZONING PERMITS/FEE	\$1,500.00	\$1,500.00	\$0.00	\$1,700.00	\$500.00	\$200.00	113
100-150361-0001 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$250,637.96	\$28,151.27	(\$249,362.04)	50
100-189000-0900 MISCELLANEOUS REVE	\$1,000.00	\$1,000.00	\$0.00	\$29,159.46	\$0.00	\$28,159.46	2916
100-189000-0910 RENTAL REVENUE	\$1,300.00	\$1,300.00	\$0.00	\$1,210.00	\$440.00	(\$90.00)	93
100-220110-0001 PPTR REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$4,415.72	\$0.00	\$4,415.72	0
100-220111-0001 COMMUNICATION TAX	\$1,200.00	\$1,200.00	\$0.00	\$852.21	\$91.15	(\$347.79)	71
100-220112-0001 CAR RENTAL DISTRIBU	\$6,000.00	\$6,000.00	\$0.00	\$6,143.43	\$1,068.92	\$143.43	102
100-240407-0001 LITTER GRANT	\$2,000.00	\$2,000.00	\$0.00	\$1,658.56	\$0.00	(\$341.44)	83
100-240412-0001 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	100
<b>0000-100-Revs</b>	<b>\$933,900.00</b>	<b>\$933,900.00</b>	<b>\$0.00</b>	<b>\$632,599.32</b>	<b>\$64,699.12</b>	<b>(\$301,300.68)</b>	<b>68</b>
<b>012110-100-COUNCIL AND MANAGER OFFICE</b>							
100-012110-1101 WAGES/SALARIES	\$95,000.00	\$95,000.00	\$0.00	\$66,464.54	\$0.00	\$28,535.46	70
100-012110-2100 FICA	\$7,668.00	\$7,668.00	\$0.00	\$4,822.76	\$38.25	\$2,845.24	63
100-012110-2210 VRS	\$1,663.00	\$1,663.00	\$0.00	\$0.00	\$0.00	\$1,663.00	0
100-012110-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$660.81	\$0.00	(\$660.81)	0
100-012110-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$1,652.14	\$0.00	(\$1,652.14)	0
100-012110-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$6,598.12	(\$2,251.60)	\$6,911.88	49
100-012110-2400 GROUP LIFE INSURANC	\$1,300.00	\$1,300.00	\$0.00	\$738.94	\$0.00	\$561.06	57
100-012110-2500 DISABILITY INSURANC	\$808.00	\$808.00	\$0.00	\$463.46	\$0.00	\$344.54	57
100-012110-3120 PROFESSIONAL SERVIC	\$40,000.00	\$40,000.00	\$0.00	\$15,159.00	\$0.00	\$24,841.00	38
100-012110-3160 COUNCIL COMPENSATI	\$7,200.00	\$7,200.00	\$0.00	\$5,000.00	\$500.00	\$2,200.00	69
100-012110-3500 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$96.74	\$0.00	(\$96.74)	0
100-012110-3600 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$2,655.07	\$0.00	\$844.93	76
100-012110-5300 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$11,108.00	\$3,332.00	\$3,892.00	74
100-012110-5545 CONFERENCE EXPENSE	\$4,000.00	\$4,000.00	\$0.00	\$1,722.88	\$0.00	\$2,277.12	43

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Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-012110-5810 MEMBERSHIP DUES	\$2,500.00	\$2,500.00	\$0.00	\$1,875.00	\$0.00	\$625.00	75
100-012110-5840 MISCELLANEOUS EXPE	\$250.00	\$250.00	\$0.00	\$1,318.09	\$0.00	(\$1,068.09)	527
100-012110-6001 COUNCIL & PC PRINTIN	\$1,500.00	\$1,500.00	\$0.00	\$672.33	\$0.00	\$827.67	45
012110-100-COUNCIL AND MANAGER OF	\$193,899.00	\$193,899.00	\$0.00	\$121,007.88	\$1,618.65	\$72,891.12	62
012410-100-CLERK/TREASURER							
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100-012410-1101 WAGES/SALARIES	\$113,946.00	\$113,946.00	\$0.00	\$69,245.00	\$8,452.00	\$44,701.00	61
100-012410-2100 FICA	\$8,717.00	\$8,717.00	\$0.00	\$5,088.85	\$597.52	\$3,628.15	58
100-012410-2210 VRS	\$1,915.00	\$1,915.00	\$0.00	\$0.00	\$0.00	\$1,915.00	0
100-012410-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$495.38	\$84.52	(\$495.38)	0
100-012410-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$723.58	\$111.32	(\$723.58)	0
100-012410-2300 HEALTH PLAN	\$21,620.00	\$21,620.00	\$0.00	\$4,690.25	\$938.05	\$16,929.75	22
100-012410-2400 GROUP LIFE INSURANC	\$1,527.00	\$1,527.00	\$0.00	\$820.85	\$108.05	\$706.15	54
100-012410-2500 DISABILITY INSURANC	\$969.00	\$969.00	\$0.00	\$514.78	\$67.76	\$454.22	53
100-012410-3120 PROFESSIONAL SERV A	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
100-012410-3121 PROFESSIONAL SERV C	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
100-012410-3122 POLICE AND LEGAL MA	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-012410-3152 WEB BASED SERVICES	\$20,000.00	\$35,000.00	\$0.00	\$23,864.71	\$827.28	\$11,135.29	68
100-012410-3320 COMPUTER LICENSES/S	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-012410-3500 COPIER EXPENSE & LE	\$5,000.00	\$5,000.00	\$0.00	\$5,439.47	\$0.00	(\$439.47)	109
100-012410-3600 LATE FEES/PENALTIES	\$100.00	\$100.00	\$0.00	\$0.53	\$0.00	\$99.47	1
100-012410-3601 BANK FEES	\$400.00	\$400.00	\$0.00	\$997.28	\$198.23	(\$597.28)	249
100-012410-5210 POSTAGE	\$1,000.00	\$1,000.00	\$0.00	\$870.10	\$354.81	\$129.90	87
100-012410-5230 TELECOMMUNICATION	\$7,000.00	\$7,000.00	\$0.00	\$7,104.04	\$664.64	(\$104.04)	101
100-012410-5240 INTERNET EXPENSE	\$24,000.00	\$24,000.00	\$0.00	\$24,835.80	\$1,908.73	(\$835.80)	103
100-012410-5540 EDUCATION/TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$56.45	\$0.00	\$943.55	6
100-012410-5810 MEMBERSHIP DUES	\$200.00	\$200.00	\$0.00	\$25.00	\$0.00	\$175.00	13
100-012410-5841 SPECIAL EVENTS	\$12,000.00	\$12,000.00	\$0.00	\$3,294.08	\$0.00	\$8,705.92	27
100-012410-6001 OFFICE SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$5,251.55	\$2,009.00	\$4,748.45	53
100-012410-6002 PRINTING TAX BILLS	\$2,000.00	\$2,000.00	\$0.00	\$2,274.91	\$0.00	(\$274.91)	114
100-012410-9003 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	\$155,592.61	\$16,321.91	\$115,801.39	57
031100-100-DMV							
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100-031100-1101 WAGES/SALARIES	\$147,414.00	\$147,414.00	\$0.00	\$108,621.13	\$11,412.58	\$38,792.87	74
100-031100-1200 WAGES/SALARIES PT	\$30,529.00	\$30,529.00	\$0.00	\$23,022.27	\$2,536.84	\$7,506.73	75
100-031100-2100 FICA EXPENSE	\$13,613.00	\$13,613.00	\$0.00	\$10,070.71	\$1,067.14	\$3,542.29	74
100-031100-2210 VRS EXPENSE	\$3,324.00	\$3,324.00	\$0.00	\$0.00	\$0.00	\$3,324.00	0
100-031100-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$630.67	\$98.25	(\$630.67)	0
100-031100-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$286.36	\$70.40	(\$286.36)	0
100-031100-2300 HEALTH PLAN	\$48,993.00	\$48,993.00	\$0.00	\$0.00	\$0.00	\$48,993.00	0
100-031100-2400 GROUP LIFE INSURANC	\$2,731.00	\$2,731.00	\$0.00	\$1,494.92	\$168.06	\$1,236.08	55
100-031100-2500 DISABILITY INSURANC	\$1,732.00	\$1,732.00	\$0.00	\$689.34	\$77.10	\$1,042.66	40
100-031100-3500 COPIER EXPENSE	\$2,500.00	\$2,500.00	\$0.00	\$1,847.09	\$0.00	\$652.91	74
100-031100-5540 EDUCATION/TRAINING	\$0.00	\$0.00	\$0.00	\$130.00	\$0.00	(\$130.00)	0
100-031100-6001 OFFICE SUPPLIES	\$300.00	\$300.00	\$0.00	\$644.48	\$320.99	(\$344.48)	215
100-031100-6009 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	\$147,436.97	\$15,751.36	\$103,799.03	59
032100-100-PASS THRU - STATE FUNDS							
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100-032100-5641 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	100
032100-100-PASS THRU - STATE FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	100
043100-100-PUBLIC WORKS							

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100-043100-1200 WAGES/SALARIES PT	\$53,014.00	\$53,014.00	\$0.00	\$40,119.05	\$4,029.00	\$12,894.95	76
100-043100-2100 FICA	\$4,056.00	\$4,056.00	\$0.00	\$3,069.46	\$308.26	\$986.54	76
100-043100-2210 VRS EXPENSE	\$400.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0
100-043100-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$234.78	\$36.12	(\$234.78)	0
100-043100-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$54.12	\$18.04	(\$54.12)	0
100-043100-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$0.00	\$0.00	\$13,510.00	0
100-043100-2400 GROUP LIFE INSURANC	\$600.00	\$600.00	\$0.00	\$413.14	\$46.15	\$186.86	69
100-043100-2500 DISABILITY INSURANC	\$300.00	\$300.00	\$0.00	\$259.08	\$28.94	\$40.92	86
100-043100-3311 VEHICLE/EQUIPMENT	\$1,000.00	\$1,000.00	\$0.00	\$1,549.58	\$114.36	(\$549.58)	155
100-043100-5110 ELECTRICITY	\$15,000.00	\$15,000.00	\$0.00	\$8,486.26	\$1,087.68	\$6,513.74	57
100-043100-6007 REPAIRS/MAINTENANC	\$5,000.00	\$5,000.00	\$0.00	\$2,532.94	\$455.20	\$2,467.06	51
100-043100-6009 EQUIPMENT/SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$248.19	\$0.00	\$1,751.81	12
100-043100-6011 SAFETY EQUIPMENT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-043100-7110 PARKING LOT/STREET/S	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
100-043100-7130 REFUSE COLLECTION/L	\$10,500.00	\$10,500.00	\$0.00	\$8,139.14	\$589.68	\$2,360.86	78
<b>043100-100-PUBLIC WORKS</b>	<b>\$106,380.00</b>	<b>\$106,380.00</b>	<b>\$0.00</b>	<b>\$65,105.74</b>	<b>\$6,713.43</b>	<b>\$41,274.26</b>	<b>61</b>
<b>045100-100-TOWN HALL/TOWN GARAGE EXPENSES</b>							
100-045100-0002 DEBT SVC USDA BLDG	\$15,891.00	\$15,891.00	\$0.00	\$13,194.00	\$1,466.00	\$2,697.00	83
100-045100-1102 CONTRACTED SERVICE	\$3,600.00	\$3,600.00	\$0.00	\$1,920.00	\$720.00	\$1,680.00	53
100-045100-5110 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$5,480.91	\$449.26	\$2,519.09	69
100-045100-5120 UTILITIES - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$5,157.78	\$1,490.64	(\$1,157.78)	129
100-045100-6005 JANITORIAL SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$699.97	\$0.00	\$2,300.03	23
100-045100-6007 REPAIR/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$3,355.20	\$0.00	(\$2,355.20)	336
100-045100-9001 ASSET MANAGEMENT	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
<b>045100-100-TOWN HALL/TOWN GARAGE</b>	<b>\$45,491.00</b>	<b>\$45,491.00</b>	<b>\$0.00</b>	<b>\$29,807.86</b>	<b>\$4,125.90</b>	<b>\$15,683.14</b>	<b>66</b>
<b>047100-100-REFUSE COLLECTION</b>							
100-047100-3310 STREET SWEEPING	\$1,000.00	\$1,000.00	\$0.00	\$589.00	\$0.00	\$411.00	59
100-047100-3322 COMM DUMPSTER/TRA	\$40,000.00	\$40,000.00	\$0.00	\$37,070.56	\$7,436.18	\$2,929.44	93
100-047100-5714 VA LITTER CONTROL G	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
<b>047100-100-REFUSE COLLECTION</b>	<b>\$43,000.00</b>	<b>\$43,000.00</b>	<b>\$0.00</b>	<b>\$37,659.56</b>	<b>\$7,436.18</b>	<b>\$5,340.44</b>	<b>88</b>
<b>050100-100-WHITLOCK FAMILY PARK AND LITTLE LEAGUE FIELD</b>							
100-050100-1102 CONTRACTED SERVICE	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
100-050100-3310 MAINTENANCE - LAND	\$2,500.00	\$2,500.00	\$0.00	\$148.20	\$0.00	\$2,351.80	6
100-050100-8102 FURNITURE/EQUIPMEN	\$1,000.00	\$1,000.00	\$0.00	\$26.50	\$0.00	\$973.50	3
<b>050100-100-WHITLOCK FAMILY PARK A</b>	<b>\$4,500.00</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$174.70</b>	<b>\$0.00</b>	<b>\$4,325.30</b>	<b>4</b>
<b>051100-100-BEAUTIFICATION</b>							
100-051100-5840 MISCELLANEOUS EXPE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
<b>051100-100-BEAUTIFICATION</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>0</b>
<b>Reporting Fund: 100-GENERAL FUND</b>							
FundRevTot	\$933,900.00	\$933,900.00	\$0.00	\$632,599.32	\$64,699.12	(\$301,300.68)	68
FundExpTot	\$933,900.00	\$933,900.00	\$0.00	\$571,785.32	\$51,967.43	\$362,114.68	61
<b>Reporting Fund: 200-CEMETERY</b>							
<b>0000-200-Revs</b>							
200-020000-0001 CEMETERY PLOT REVE	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	0
200-020000-0002 HEADSTONE/NAME PLA	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
200-020000-0003 SITE/HEADSTONE MAR	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0

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200-020000-0004 CEMETERY INT-LGIP OP	\$9,000.00	\$9,000.00	\$0.00	\$838.97	\$0.00	(\$8,161.03)	9
200-020000-0005 CEMETERY INT-LGIP PE	\$9,700.00	\$9,700.00	\$0.00	\$0.00	\$0.00	(\$9,700.00)	0
<b>0000-200-Revs</b>	<b>\$42,700.00</b>	<b>\$42,700.00</b>	<b>\$0.00</b>	<b>\$838.97</b>	<b>\$0.00</b>	<b>(\$41,861.03)</b>	<b>2</b>
<b>Reporting Fund: 200-CEMETERY</b>							
FundRevTot	\$42,700.00	\$42,700.00	\$0.00	\$838.97	\$0.00	(\$41,861.03)	2
FundExpTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Reporting Fund: 500-WATER & SEWER FUND

<b>0000-500-Revs</b>	<b>\$435,350.00</b>	<b>\$435,350.00</b>	<b>\$0.00</b>	<b>\$406,627.48</b>	<b>\$34,797.55</b>	<b>(\$28,722.52)</b>	<b>93</b>
<b>500100-500-WATER &amp; SEWER OPERATIONS</b>							
500-016099-0002 SEWER REVENUE	\$110,000.00	\$110,000.00	\$0.00	\$113,693.08	\$13,115.54	\$3,693.08	103
500-016099-0003 WATER REVENUE	\$240,000.00	\$240,000.00	\$0.00	\$188,817.90	\$21,130.51	(\$51,182.10)	79
500-016099-0004 PROCESSING FEE	\$1,400.00	\$1,400.00	\$0.00	\$1,750.00	\$75.00	\$350.00	125
500-016099-0005 WATER RECONNECT FE	\$200.00	\$200.00	\$0.00	\$150.00	\$0.00	(\$50.00)	75
500-016099-0006 CONNECTION FEE - WA	\$30,000.00	\$30,000.00	\$0.00	\$33,900.00	\$0.00	\$3,900.00	113
500-016099-0007 CONNECTION FEE - SE	\$48,750.00	\$48,750.00	\$0.00	\$64,320.00	\$0.00	\$15,570.00	132
500-016099-0010 PENALTY FEE W/S	\$2,000.00	\$2,000.00	\$0.00	\$3,996.50	\$476.50	\$1,996.50	200
500-016099-0012 WATER AND SEWER DE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0

<b>500100-500-WATER &amp; SEWER OPERATIO</b>	<b>\$435,350.00</b>	<b>\$435,350.00</b>	<b>\$0.00</b>	<b>\$395,421.57</b>	<b>\$57,744.41</b>	<b>\$39,928.43</b>	<b>91</b>
<b>Reporting Fund: 500-WATER &amp; SEWER FUND</b>							
FundRevTot	\$435,350.00	\$435,350.00	\$0.00	\$406,627.48	\$34,797.55	(\$28,722.52)	93
FundExpTot	\$435,350.00	\$435,350.00	\$0.00	\$395,421.57	\$57,744.41	\$39,928.43	91

Reporting Fund: 600-CIP

<b>0000-600-Revs</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$18,010.00</b>	<b>\$0.00</b>	<b>(\$51,990.00)</b>	<b>26</b>
<b>600100-600-CAPITAL PROJECTS FUND</b>							
600-015000-0015 VDH DRINKING WATER	\$45,000.00	\$45,000.00	\$0.00	\$18,010.00	\$0.00	(\$26,990.00)	40
600-015000-0020 CIP WATER FUND	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0
600-600100-8600 GENERAL EXPENSES -	\$25,000.00	\$25,000.00	\$0.00	\$9,691.53	\$0.00	\$15,308.47	20

**Budget Analysis - Revenue & Expenses**

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-03-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
600-600100-8650 VDH DRINKING WATER	\$45,000.00	\$45,000.00	\$0.00	\$58,679.63	\$0.00	(\$13,679.63)	130
600100-600-CAPITAL PROJECTS FUND	\$70,000.00	\$70,000.00	\$0.00	\$68,371.16	\$0.00	\$1,628.84	98
Reporting Fund: 600-CIP							
FundRevTot	\$70,000.00	\$70,000.00	\$0.00	\$18,010.00	\$0.00	(\$51,990.00)	26
FundExpTot	\$70,000.00	\$70,000.00	\$0.00	\$68,371.16	\$0.00	\$1,628.84	98
<hr/>							
Grand Totals:							
TotalRev	\$1,481,950.00	\$1,481,950.00	\$0.00	\$1,058,075.77	\$99,496.67	(\$423,874.23)	71
TotalExp	\$1,439,250.00	\$1,439,250.00	\$0.00	\$1,035,578.05	\$109,711.84	\$403,671.95	72

## Monthly Water Consumption

Section H, Item 2.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Water Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
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
9.22.2025-10.20.2025	1,617,400	1,315,686	18.7%	\$ 15,704.95	\$ 19,642.20
10.20.2025-11.20.2025	553,700	1,492,581	-169.6%	\$ 5,421.27	\$ 21,218.46
11.20.2025-12.22.2025	844,400	1,362,280	-61.3%	\$ 8,423.96	\$ 20,031.85
12.22.2025-01.20.2026	1,556,100	1,284,594	17.4%	\$ 15,154.57	\$ 19,398.89
1.20.2026-2.20.2026	189,600	1,727,236	-811.0%	\$ 1,847.02	\$ 23,975.42
2.20.2026-3.20.2026	1,206,900	1,433,715	-18.8%	\$ 11,763.84	\$ 21,098.26

## Monthly Sewer Usage

Section H, Item 2.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Sewer Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
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
9.30.2025-10.31.2025	580,650	602,684	-3.8%	\$ 8,343.94	\$ 12,036.56
10.31.2025-11.30.2025	661,116	694,222	-5.0%	\$ 9,506.24	\$ 12,777.48
11.30.2025-12.31.2025	672,130	624,271	7.1%	\$ 9,664.51	\$ 12,211.14
12.31.2025-1.31.2026	689,388	578,512	16.1%	\$ 9,912.51	\$ 11,873.82
1.31.2026-2.28.2026	1,114,859	747,800	32.9%	\$ 16,026.52	\$ 14,122.28
2.28.2026-3.31.2026	901,397	648,622	28.0%	\$ 12,959.07	\$ 13,048.86



Town of  
**MINERAL**  
VIRGINIA

Town Council Meeting  
April 2026

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: April 2026

Report Prepared By: Kendra Ellis

- March 2026 monthly revenue totals:
  - Total monthly revenue: \$767,885.79
  - Town *estimated* monthly revenue: \$37,854.60

Monthly Revenue		
Month	Monthly Total	Estimated Town Revenue
January 2026	\$542,336.62	\$26,735.66
February 2026	\$627,794.36	\$30,948.49

- The DMV Select Compliance Auditing Team visited our office on Thursday, March 19, 2026 to conduct the first visit of the year. Our audit went extremely well!
- The Mineral DMV Select office has seen an increase in workload. With the increase in workload, the revenue is also increasing from previous months and trending upward.
- THANK YOU to the Mineral DMV Select Team for their consistency, hard work and dedication in providing the best service to our local and surrounding area customers.

*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.*



# Town of Mineral

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

April 13, 2026

The Treasurer requests that Council amend / adopt Resolution 2025-7 to include temperatures below 32 degrees Fahrenheit and above 92 degrees Fahrenheit for disconnection of water services due to non-payment, pursuant to the amendment of Utility 2.1: Disconnection for Non-Payment Policy and Standard Operating Procedures.



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

**RESOLUTION OF APPROVING THE DISCONNECTION FOR NON-PAYMENT  
POLICY AND STANDARD OPERATING PROCEDURES  
RESOLUTION NO. 2025-7**

**WHEREAS,** The Town of Mineral supplies water through an external provider; and

**WHEREAS,** The Town of Mineral will employ a standard collection process for unpaid water bills including disconnection of water service in appropriate cases; and

**WHEREAS,** The Town of Mineral determined a formal policy needed to be adopted; now

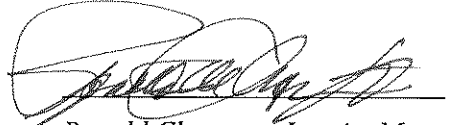
**IT IS, THEREFORE, RESOLVED,** by the Council of the Town of Mineral as follows:  
The Mineral Town Council adopted the procedure documented as Utility 2.1: Disconnection for Non-Payment Policy and Standard Operating Procedures.


**THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING VOTE:**

- Ronald Chapman – ~~absent~~ not voting due to being appointed mayor
- Michelle Covert – yes
- David Hempstead – yes
- Bernice Kube - yes
- Rebecca McGehee – yes
- Olivia McCarthy – yes

*Certified to be a true copy of Resolution 2025-7 which was approved by a 5-0-0 vote on February 10, 2025, at which a quorum of Council was present.*

*PASSED this 10<sup>th</sup> day of February 2025.*

  
Ronald Chapman, Interim Mayor  
Town of Mineral

ATTEST:  
  
Clerk of Council



Town of Mineral  
Disconnection for Non-Payment Policy and  
Standard Operating Procedures

**Address:** 312 Mineral Ave, Mineral, VA 23117

**Phone:** 540-894-5100

Town of Mineral: Utility						Subject: Water Disconnection	
Document:	Issue Date:	Revised :	Page :	Prepared by:	Approved by:		
Utility 2.1	1/28/2025			Stephanie Dorman Town Clerk			

**1.0 PURPOSE**

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

**2.0 AUTHORITY AND REFERENCES**

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Va. Code

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

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

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

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

Town Code

§ 418-10. Restoration of service after termination for nonpayment.

§ 418-27. Effect of failure to pay bill by certain date.

§ 418-45. Delinquent water charges to be lien against property.

**3.0 RESPONSIBILITY**

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Pursuant to Town Code § 418-1 and 418-12, respectively, the Town Manager shall have supervision over the water system and all pipes, plugs and other properties in any way connected therewith, and water cutoffs shall be made by the Town Manager.

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

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

**4.0 PROCEDURES**

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1. Applicability:
  - a. This policy only applies to those circumstances when water service is disconnected due to non-payment or delinquency of payment on a customer’s water account.
  - b. This policy does not apply when water customers that request their water service be turned off.
2. Payment of Water Bills
  - a. Invoices for water bills are billed monthly and due on the 15th of the following month.
  - b. Any invoice not paid by the 15th day of the month following that of its issuance shall be considered delinquent and shall be assessed a late fee of \$5.00.
3. Disconnection and Notice

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

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

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

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

After ninety (90) days, and after the required notice to the property owner, the Town may record a lien in the amount of (i) up to the number of months of delinquent water or sewer charges when the water or sewer is, or both are, provided to the property owner; (ii) any applicable penalties and interest on such delinquent charges; and (iii) reasonable attorney fees and other costs of collection not exceeding 20 percent of such delinquent charges, provided the owner has been advised in writing that a lien may be placed upon the property if the owner fails to pay any delinquent water and sewer charges. Written notice of the recordation of the lien shall be provided at least 30 days in advance prior thereto. The notice shall include a copy of the bill for delinquent water and sewer charges to allow the property owner a reasonable opportunity to pay the amount of the outstanding balance and avoid the recordation of a lien against the property. In no case shall a lien for less than \$25 be placed against the property.

The lien may be discharged by the payment to the Town of the total lien amount and the interest which has accrued to the date of the payment. The Town shall

deliver to the person making the payment a fully executed lien release substantially in the form set forth in Va. Code § 15.2-2119(H). The Town shall provide the fully executed lien release to the person who made payment within 10 business days of such payment if the person who made such payment did not personally appear at the time of such payment.

4. Exceptions to Disconnection of Service for Non-payment

- a. Customers shall not be disconnected due to non-payment on Fridays, weekends, state holidays, or the day immediately before a state holiday.
- b. Residential customers will not be disconnected due to non-payment when the temperature forecasted by the National Weather Service’s forecast for Louisa County, Virginia is at or above 92 degrees Fahrenheit within the 24 hours following the scheduled disconnection date.
- c. If the temperature within the 24-hour period following the scheduled disconnection date is forecasted at or above 92 degrees, the disconnection of a customer’s service will be automatically postponed until these conditions do not exist.
- d. Residential customers will not be disconnected due to non-payment when the temperature forecasted by the National Weather Service's forecast for Louisa County, Virginia is at or below 32 degrees Fahrenheit within the 24 hours following the scheduled disconnection date.
- e. If the temperature within the 24-hour period following the scheduled disconnection date is forecasted at or below 32 degrees, the disconnection of a customer's service will be automatically postponed until these conditions do not exist.

5. Reinstatement of Services; Assistance Programs

- a. Customers may have their services restored by contacting the Town and remitting the payment required or applying for a payment plan to make their account current, including all delinquent amounts and a \$50.00 reconnect fee.
- b. Information regarding payment plans offered for Town of Mineral customers will be posted on the Town’s website.



# Town of Mineral

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

April 13, 2026

The Treasurer requests that Council adopt an ordinance removing the provisions of Chapter 389, Article I, §389-4, whereby residents are charged a minimum of \$5.00 of their real estate and personal property tax bills regardless of the assessed value, beginning with the 2026 tax billing cycle.



**REAL ESTATE TAX STATEMENT  
TOWN OF MINERAL**

P.O. BOX 316  
MINERAL VA 23117 (540) 894-5100

**TAX YEAR 2025**

Page Number	A	Section J, Item 2.
Page 1 of 2		

**REAL ESTATE TAX STATEMENT**

**10.00% PENALTY AFTER 02/15/2026  
10.00% PER ANNUM INTEREST BEGINNING 03/15/2026**

YOUR CANCELLED CHECK WILL SERVE AS YOUR RECEIPT. IF A VALIDATED RECEIPT IS REQUIRED, RETURN A STAMPED SELF- ADDRESSED ENVELOPE ALONG WITH YOUR PAYMENT.

TICKET #:

PROPERTY I.D. #:

**Minimum tax on real or personal property.**  
The minimum, tax assessed manually to any taxpayer or group of taxpayers owning property jointly shall be \$5 for real estate taxes or personal property taxes. The five-dollar minimum is to apply as to any bill or statement for taxes properly rendered by the Town to any taxpayer whether such taxable period is for one year or less.



Scan for  
Online Payments

See the back of this notice for payment options and additional information

Tax Rate	Land Value Land Use Value	Building and Improvements	Total Value	Account No.	Map Number and Description	Acreage
0.20	0-LU					.00
Line #	Tax Year	Ticket Number	TAX	Adjustments & Payments		TOTAL DUE
1	2025			0		
<b>DUE DATE FEBRUARY 15, 2026</b>						<b>TOTAL DUE</b>

Return this stub with payment

**TOWN OF MINERAL  
2025 REAL ESTATE TAX**

Tax Rate	Land Value Land Use Value	Building and Improvements	Total Value	Account No.	Map Number and Description	Acreage
0.20	240000 0-LU					.00
Line #	Tax Year	Ticket Number	TAX	Adjustments & Payments		TOTAL DUE
1	2025			0		
<b>TOTAL DUE</b>						

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## Chapter 389 TAXATION<sup>1</sup>

### ARTICLE I General Provisions

#### § 389-1. Annual assessment; valuation of property.

The Town Council shall, annually, before the first day of July, fix the tax rates on all real and personal property subject to taxation within and by the Town and shall assess such taxes as may be required to provide for the needs and purposes of the Town. In determining the valuation of property in the Town, reference shall be had to the records of the Commissioner of Revenue of the county.

##### § 389-1.1. Real estate tax rate.

The tax rate for real property shall be \$0.20 per \$100 of the assessed value.

[Ord. No. 2023-04, 7-10-2023]

##### § 389-2. Tax tickets; bills for taxes.

As soon as practicable after taxes are assessed as provided in § 389-1, the Town Treasurer shall make or cause to be made for each taxpayer a tax ticket, substantially in the form prescribed by the State Department of Taxation, and shall send by mail to each taxpayer a bill for such taxes.

##### § 389-3. Public hearing required before tax, fee or rate increases.

Before any local tax levy, license fee, water rates or sewer rates in the Town may be increased, a public hearing shall be held to give the citizens of the Town an opportunity to appear before and be heard by the Council, and notice of such public hearing and any proposed increases shall be published in the newspaper having general circulation in the Town at least 30 days before such public hearing and any increase in such levy, fees or rates.

##### § 389-4. Minimum tax on real or personal property.

The minimum tax assessed annually to any taxpayer or group of taxpayers owning property jointly shall be \$5 for real estate taxes or personal property taxes. The \$5 minimum is to apply as to any bill or statement for taxes properly rendered by the Town to any taxpayer whether such taxable period is for one year or less.

##### § 389-5. When taxes due and payable; penalty.

Personal property and real estate taxes shall be due and payable on June 15, 2022. Beginning in the year 2023 and thereafter, personal property and real estate taxes shall be due on the 15th day of February. Any personal

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<sup>1</sup>[HISTORY: Adopted by the Town Council of the Town of Mineral effective 1-1-1982 as Ch. 17 of the 1982 Code. Amendments noted where applicable.]

Cross reference(s)—License taxes — See Ch. 265 and Ch. 410, Art. IV

property or real estate taxes not paid by the due date shall incur penalty and interest in the maximum amount permitted by the laws of the Commonwealth of Virginia.

[Ord. No. 2022-03, 1-1-2022]

**§ 389-6. Interest.**

Interest shall be collected upon the principal and penalty of any delinquent taxes from February 15 of the year next after taxes were assessed under § 389-1 for the maximum amount permitted by the laws of the Commonwealth of Virginia on delinquent taxes.

[Amended 1-12-2009 by Ord. No. 2009-02]

**ARTICLE II Tax on Banks**

**§ 389-7. Branches located in Town.**

Every bank which qualifies as a bank under § 58.1-1201, Code of Virginia, as amended, whose principal office is located outside the Town and which has a branch office of the bank located within the Town shall pay an annual Town tax of 80% of the State of Virginia rate of taxation only upon such proportion of the taxable value of the net capital under § 58.1-1204, Code of Virginia, as the total deposits of such branch office located inside the Town bear to the total deposits of the bank as of the end of the preceding year.

**§ 389-8. Tax imposed; apportionment.**

Every bank which qualifies as a bank under § 58.1-1201, Code of Virginia, as amended, and which is located within the Town shall pay an annual Town tax of 80% of the State of Virginia rate of taxation for each \$100 of the net capital of such bank as set forth in § 58.1-1204, Code of Virginia, but if such bank also has offices (branches) located outside the corporate limits of the Town, the tax imposed hereunder shall be apportioned as provided in § 58.1-1211, Code of Virginia.

**ARTICLE III Special Provisions for Personal Property Tax<sup>2</sup>**

**§ 389-9. Purpose; definitions; relation to other ordinances.**

- A. The purpose of this article is to provide for the implementation of the changes to Personal Property Tax Relief Act (PPTRA) effected by legislation adopted during the 2004 Special Session I and the 2005 Regular Session of the General Assembly of Virginia.
- B. Terms used in this article that have defined meanings set forth in PPTRA shall have the same meanings as set forth in § 58.1-3523, Code of Virginia, as amended.
- C. To the extent that the provisions of this article conflict with any prior ordinance or provision of the Town Code, this article shall control.

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<sup>2</sup>[Added 12-12-2005 by Ord. No. 2005-02]



# Town of Mineral

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

## MINIMUM TAX REPEAL ORDINANCE ORDINANCE NO. 2026-04

BE IT ORDAINED by the Mineral Town Council, at its Regular meeting on the 13th day of April 2026, that the Mineral Town Council repeals the minimum tax on real or personal property taxes. The assessed amount shall be the amount due and payable.

This Ordinance shall take effect upon adoption and be retroactive for the 2025 tax billing period.

ORDERED THIS THE 13<sup>TH</sup> DAY OF APRIL 2026.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

Covert _____	Hempstead _____	Kube _____
McGehee _____	Spedden _____	Von Tye _____

\_\_\_\_\_  
Pamela Harlowe, Mayor

\_\_\_\_\_  
Date

### CERTIFICATE

I hereby certify that this Ordinance was duly adopted by the Town Council of the Town of Mineral at a regular meeting on the 13<sup>th</sup> day of April 2026.

\_\_\_\_\_  
Pamela Harlowe, Mayor/Interim Town Manager  
Clerk of the Council