



MINERAL COUNCIL MEETING AGENDA

March 09, 2026 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

F. APPROVAL OF MINUTES

1. Minutes 12.15.2025

2. Minutes 1.12.2026

3. Minutes 2.9.2026

G. ACCOUNTS PAID

1. Accounts Paid

H. REPORTS

1. Committee Reports

2. DMV Report

3. Treasurer Report

4. Town Manager Report

I. OLD BUSINESS

1. Establish Date for Budget Workshop

- [2.](#) Adopt 2026 Holiday Calendar
- [3.](#) Adopt 2026 Meeting Dates
4. Adopt Louisa County Closure/Delayed Opening Procedure

J. NEW BUSINESS

- [1.](#) Light Commercial
- [2.](#) General Commercial
- [3.](#) Signs
4. Discussion to hire a Town Attorney
5. Discussion to hire a Town Manager

K. COUNCIL COMMENTS

L. EXECUTIVE SESSION (AS NEEDED)

M. BACK IN SESSION

N. 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

December 15, 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

PRESENT

Michelle Covert

Bernice Kube

Rebecca McGehee

David Hempstead

Pamela Harlowe

Afton Von Tye

Bob Spedden

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

Mayor stated the agenda would be adopted as presented. A vote was not taken.

E. PUBLIC COMMENT

James Snider, 501 W Seventh St, reports on the success of the first night time Mineral Farmer's Market and announces dates for the upcoming Winter Markets that will start on January 3, 2026.

Teresa Newton, 73 Louisa Ave, expressed her disgust with the disrespectful behavior and disruptions among council members. She raises concerns related to lead pipes, rust

colored water, the handling of the property next to the Dollar General Store, raises for the Town Manager and zoning administrator, the Town Manager's authority regarding street clearing, instructing council members to call the police, personal calls during meetings and the relationship between the fire department and the town. She also has issues with incorrectly zoned school and town properties, the need for an attorney on retainer and the desire for more businesses and recreational opportunities.

Debbie Moon, 232 Mineral Ave, congratulates the Mayor and new council members. She raises concerns about emails sent between council staff and the mayor, citing Virginia Code regarding retaliation for expressing views on public concern, and questions the legality of an elected official's spouse responding to government emails. Ms. Moon also states the importance of the town's comprehensive plan and hopes that new committees will focus on its implementation, noting only a small fraction of the plan's items have been started or completed. She also is advocating for new homes, town residents and shopping to boost the economy.

Rebecca McGehee, Councilmember, addressed comments made by Teresa Newton, stating that the fire department and the town are getting along better due to her son being a liaison and praising the Christmas tree lighting event. She then discusses a controversial email she received from Tracy Hempstead which she finds disgusting and inappropriate.

F. APPROVAL OF MINUTES

- 1. Approval of November 18, 2025 Minutes

Minutes approved as presented.

Motion made by Hempstead, Seconded by Spedden.

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

G. ACCOUNTS PAID

- 1. Accounts Paid

Mayor questioned Comcast and the number of internet lines the town has. Town Manager confirmed the town has two internet lines. Concerns were raised as to whether the Mayor should be contacting Comcast directly.

Concerns were raised about DMV revenue being under budget and water expenses exceeding anticipated amounts. The Mayor emphasized the need for financial adjustments.

There is an aggressive debate over following the agenda which resulted in a motion to make the Town Clerk the clerk of council

Motion made by Kube, Seconded by Hempstead.

Voting Yea: Kube, Hempstead

Voting Nay: Covert, McGehee, Von Tye, Spedden

H. REPORTS

1. Treasurer Report

The Treasurer report noted a decrease in water purchase from Louisa County due to the well being back in operation.

2. DMV Report

DMV Report shows the estimated revenue that was earned for the month. There are new agency initiatives for copy paper that was implemented on Dec 1 and starting January 2026. Each year the DMV will provide an allotment of funds to the DMV Select to purchase paper.

3. Town Manager Report

Town Manager discusses plans to address dirty water and sediment in pipes, clarifying that there are no lead pipes in Mineral. Also discussed flushing pipes and potential filtration system.

Town Manager introduced the text message option for citizens to receive notifications and alerts from the Town Office, which will be operational in a couple of months.

The Town Charter was presented to clarify town operations and the Town Manager's role as well as Mayor and Elected Officials.

The Town Manager also addressed concerns that were brought up during the public comment regarding zoning, the school property, and property next to Dollar General.

The Town Manager suggested utilizing the Whitlock Family Park for potential revenue for the town.

Clarification was presented on a misconception about legal fees related to the cemetery, the attorney's involvement was for a burial concern that was brought to the attention of the Town by a citizen and not bushes. The citizen had retained a lawyer for their concern, because a lawyer was retained, the Town Attorney had to address the concern.

Town Manager asked council for a three day response time for large document requests.

I. OLD BUSINESS

1. 623 Mineral Avenue Property

Paul S Cameron spoke about the trees on his property. He presented council with a work order that he had requested from VDOT. The work order was addressing trees on Mineral Ave. Mr. Cameron spoke about the work order only addressing his trees and he would like it stopped. The Town Manager spoke to explain that the work order from VDOT addressed to issues in the Town. The first issue was the large pine tree that fell across Mineral Ave at Fifth Street. The Town had it moved to the Right of Way (ROW) to allow traffic to keep flowing. The second issue were the trees in the ROW near 623 Mineral (Mr. Cameron's property). The Town Manager stated that the Council had asked for quotes on removing the trees. The Manager explained this was only done in case the Town had to remove them when they repaired the waterline between 623 and 611 Mineral Ave. The Manager explained this was not personal or intentional.

2. Confirm proposed committee appointments

Mayor confirmed the following committee appointments

Streets - Michelle & Bob

Police/Legal/Fire & Rescue - Becky & Michelle

Water & Sewage - David & Afton

Beautification & Litter - Michelle & Becky

Budget & Finance - David & Afton

Economic Development - Bernice & David

Cemetery - David & Bernice

Personnel - Bernice & Afton

Parks - Bernice & Bob

Communications - Bernice & Michelle

Business Association - Pam

J. NEW BUSINESS

1. Review candidate applications for Planning Commission vacancies

Mayor introduced Maggie and Ryan as candidates to fill the vacant seats on the Planning Commission, stating their resumes were wonderful.

Motion made by Hempstead, Seconded by Kube.

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

Voting Abstaining: McGehee

PUBLIC HEARING

Chapter 425. Zoning Article V. General Commercial District (GC)

Mayor opened the public hearing.

Debbie Moon, 232 Mineral Ave., asked the council to consider the following items before approvals are made.

1. Permitted Uses A8 previously read laundries and it was changed to laundromats. A laundromat includes services such as delivery, washing, folding and ironing. Under retail business it states dry cleaning shops (but not dyeing plants), what this states is that dry cleaning cannot be done onsite.
- 2 Permitted Uses A10 states restaurants shall not exceed 10,000 square feet of floor space and A11 was added to state restaurants. This may be a contradiction.
3. Permitted Use by Conditional Use Permit - billiard parlors, pool rooms, bowling alleys and dance halls has been moved to be needing a conditional use permit. For Specialty shop, adult entertainment and retail stores, etc., needs to be more specific.

Mayor closed public hearing

Mayor requested to see the original ordinances for comparison.

Chapter 425. Zoning ARTICLE VI. Planned Unit Development District (PUD)

Mayor opened public hearing

No public comment

Mayor closed public hearing

Zoning Code 425 Article XI - Administration and Enforcement

Mayor opened public hearing

No public comment

Town Manager stated the existing Ordinance was criminal and did not allow for a misdemeanor charge. The amount for the fines was determined by the attorney who gathered data from surrounding localities.

Mayor closed public hearing

EXECUTIVE SESSION (AS NEEDED)

CALENDAR

Town Hall Events

Councilmember McGehee thanked everyone who participated in the sleigh drive.

Motion to provide staff a Holiday Appreciation Lunch.

Motion made by McGehee, Seconded by Covert.

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

Voting Abstaining: Hempstead

K. BACK IN SESSION

L. ADJOURN

Motion made by Hempstead, Seconded by Kube.

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

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

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Mayor, Pamela R. Harlowe
Mineral Town Council

Town Clerk



MINERAL COUNCIL MEETING MINUTES

January 12, 2026 at 6:30pm

312 Mineral Avenue Mineral Va 23117

Phone: 540-894-5100 | townofmineral.com

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

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, becky@mineralmarket.org

Informed the council of the upcoming dates for the Winter Markets on the 1st and 3rd Saturday of the month ending in April. April 25th is scheduled as Beautification Day. Ms. Vigon requested Hank bring over some excess dirt from the cemetery to put in the dips along the train track to make the ground level for the vendors who park there. Council Members Covert and McGehee will be assisting on Beautification Day, planting flowers and picking up trash. She requested that the mayor schedule a large item pick up on April 25th for town residents to dispose of unwanted items. Opening Day for the Mineral Farmers Market will be May 2nd.

Debbie Moon, 232 Mineral Avenue

"I would like to bring to your attention several differences found in zoning Article V when comparing the version from the December meeting to the one presented in the packet this evening.

It appears that various items have been changed, with words both added and deleted. I am unsure if these specific revisions have been fully reviewed, and I wanted to ensure the Council was aware of these updates before proceeding."

Blair Nipper, 301 W Fourth Street, k9mpnip@hotmail.com

"I am requesting clarity and accountability regarding the Town's previously undisclosed bank account(s), the failure to identify and reconcile them during required administrative transitions, and the timing of the information now being disclosed.

It is now established that the missing account(s) were not newly discovered during the most recent transition. Rather, the accounts were identified during the transition following the departure of former Mayor/Acting Town Manager Pam Harlowe. That fact raises serious questions as to why this information was not formally documented, disclosed to Council, reconciled in the Town's financial records, or incorporated into official audits and transition materials at that time.

Under Virginia law, the Town Manager is the chief administrative and fiscal officer of the Town and is responsible for the proper administration of all Town affairs.

Va. Code § 15.2-1541 assigns the manager responsibility for administration and supervision of all Town departments and financial operations.

Va. Code § 15.2-1542 requires the manager to ensure that the governing body is fully informed as to the Town's financial condition and administrative activities.

A lawful and complete transition necessarily includes a verified inventory of all Town bank accounts, identification of authorized signatories, reconciliation to the general ledger, and disclosure to the governing body. Failure to complete or communicate that inventory constitutes a breakdown in statutory administrative responsibility.

In addition, Council members serve as fiduciaries of public funds.

Va. Code § 15.2-1405 establishes that members of governing bodies are trustees of the public interest and must exercise reasonable care, diligence, and oversight in the management of Town affairs.

Council's fiduciary role presumes accurate and complete financial information from staff; when material financial facts are withheld or delayed, that fiduciary function is compromised.

The handling of Town bank accounts also implicates Virginia's local-government financial-control requirements.

Va. Code § 15.2-2503 requires localities to maintain accurate accounts of all funds and financial transactions.

Va. Code § 15.2-2510 mandates that all Town funds be accounted for and subject to audit and financial reporting requirements.

If a Town bank account existed outside the general ledger, outside audit documentation, or without Council knowledge after it was discovered, then the Town's financial records may have been incomplete or inaccurate during that period.

The most troubling issue is timing. If these accounts were known and documented after Ms. Harlowe's departure, why was Council not formally briefed at that time as required by § 15.2-1542?

Why were corrective actions not immediately taken to ensure reconciliation, disclosure, and audit accuracy? Why is this information only now being acknowledged publicly? Delayed disclosure of material financial information undermines public trust and creates the appearance that statutory transition and fiduciary obligations were not met. Whether intentional or not, such failures must be addressed transparently and on the record.

Accordingly, I am requesting that Council:

Require a written timeline documenting when each account was discovered, by whom, and under whose authority

Identify why the accounts were not disclosed to Council or incorporated into financial records at the time of discovery, as required by Va. Code § 15.2-1542

Confirm whether audits, financial statements, or required reports under Va. Code §§ 15.2-2503 and 15.2-2510 were materially affected

Direct adoption of a formal, written transition and financial-account verification policy to ensure compliance with statutory fiduciary and financial-control duties going forward

This matter is not about personalities. It is about governance, statutory duty, and the protection of public funds. The public deserves a complete and truthful accounting—not only of the accounts themselves, but of how and why the transition process failed.

I respectfully request that Council address this issue on the record and take corrective action consistent with Virginia law.”

Becky McGehee, 714 St. Frances Avenue,

Stated she had submitted a FOIA request for the missing account, the mayor was in violation of her request, and it would be pursued. She also stated that the mayor's son, Eric Harlowe, called Mike Leman and asked if anyone tried to get with Nicole if her husband would fight them and responded with anyone would. After that, when the man went to Nicole's house, guess whose truck was in the Miller's Market parking lot, Mr. Hempstead. She stated it was a set up. This is a small town, and we don't do things like that. If you're going to do things like that then get the hell out. Ms. McGehee has let the Commonwealth's Attorney know all of this. Ms. McGehee also stated that Tracy

Hempstead has been telling people that Nicole made up the story about poisoning the water, and she had proof that it was true. Also stated she would not be silenced.

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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Bank Selection - BLUE RIDGE BANK GENERAL

TransCode - CM, CD, CK, VC

Section G, Item 1.

Vendor Range - 1ST CHOICE ELECTRICALAND SECURITY' - 'WHITE OAK ELECTRIC

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
ANTHEM	2/26/2026	CashDisb	\$4,017.00	\$0.00	0	INV 001115443C 3.1.26-4.1.26	ANTHEM
BARTON & BOYD INC	2/5/2026	Check	\$0.00	\$2,500.00	22469		AP Checks 22469 - 22480
BESLEY IMPEMENTS	2/5/2026	Check	\$0.00	\$58.98	22470		AP Checks 22469 - 22480
BLUE RIDGE BANK	2/26/2026	CashDisb	\$2,047.79	\$0.00	0	JANUARY 2026 CHARGES	BRB CC PAYMENT
BLUE RIDGE BANK	2/6/2026	CashDisb	\$68.32	\$0.00	0	ACCOUNT ANALYSIS CHARGE	ACCOUNT ANALYSIS CHARGE
BLUE RIDGE BANK	2/27/2026	CashDisb	\$30.00	\$0.00	0	ACH ORIGINATOR FEE	ACH ORIGINATOR FEE
CENTRAL VIRGINIA CONT	2/5/2026	Check	\$0.00	\$2,590.00	22471		AP Checks 22469 - 22480
CENTRAL VIRGINIA CONT	2/26/2026	Check	\$0.00	\$2,040.00	22481		AP Checks 22481 - 22487
COMCAST BUSINESS	2/14/2026	CashDisb	\$995.79	\$0.00	0	1003260861	COMCAST 708879461
COMCAST BUSINESS	2/14/2026	CashDisb	\$912.94	\$0.00	0	1003260860	COMCAST ACCT 708879460
COMCAST BUSINESS	2/1/2026	CashDisb	\$1,825.88	\$0.00	0	1003235483	COMCAST 708958248
CONTROL EQUIPMENT C	2/5/2026	Check	\$0.00	\$1,277.00	22472		AP Checks 22469 - 22480
CORELOGIC CENTRALIZE	2/5/2026	Check	\$0.00	\$2,210.60	22473		AP Checks 22469 - 22480
DOCUMENT DESTRUCTIO	2/5/2026	Check	\$0.00	\$40.00	22474		AP Checks 22469 - 22480
DOCUMENT DESTRUCTIO	2/26/2026	Check	\$0.00	\$40.00	22482		AP Checks 22481 - 22487
DOMINION ENERGY	2/2/2026	CashDisb	\$1,065.75	\$0.00	0	STREETLIGHTS	DOMINION 5483205976
DOMINION ENERGY	2/25/2026	CashDisb	\$341.35	\$0.00	0	312 MINERAL AVE	DOMINION 1389918317
DOMINION ENERGY	2/25/2026	CashDisb	\$17.35	\$0.00	0	315 LOUISA AVE SHOP	DOMINION 3472023286
DOMINION ENERGY	2/25/2026	CashDisb	\$189.75	\$0.00	0	107 MINERAL AVE	DOMINION 4118184912
DOMINION ENERGY	2/25/2026	CashDisb	\$26.78	\$0.00	0	102 E 1ST ST OFFICE	DOMINION 6295484908
DOMINION ENERGY	2/25/2026	CashDisb	\$7.59	\$0.00	0	108 MINERAL AVE SHOP	DOMINION 8651974316
DOMINION ENERGY	2/27/2026	CashDisb	\$530.53	\$0.00	0	609 ST FRANCES PUMP	DOMINION 379697212
DUKE OIL	2/5/2026	Check	\$0.00	\$33.29	22475		AP Checks 22469 - 22480
DUKE OIL	2/26/2026	Check	\$0.00	\$638.38	22483		AP Checks 22481 - 22487
FORTILINE INC	2/27/2026	CashDisb	\$1,188.72	\$0.00	0	GRIPS RESTOCK INV 7262512	FORTILINE PAYMENT
INTERNAL REVENUE SER	2/6/2026	CashDisb	\$1,442.76	\$0.00	0	Q1 2026 012926-020426	PAYROLL 941
INTERNAL REVENUE SER	2/13/2026	CashDisb	\$1,537.74	\$0.00	0	Q1 2026 020526-021126	PAYROLL 941

Bank Selection - BLUE RIDGE BANK GENERAL

TransCode - CM, CD, CK, VC

Section G, Item 1.

Vendor Range - 1ST CHOICE ELECTRICALAND SECURITY' - 'WHITE OAK ELECTRIC

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
INTERNAL REVENUE SER	2/20/2026	CashDisb	\$1,374.14	\$0.00	0	Q1 2026 021226-021826	PAYROLL 941
INTERNAL REVENUE SER	2/27/2026	CashDisb	\$1,528.12	\$0.00	0	941 Q1 021926-022526	PAYROLL 941
LAKE ANNA SIGNS & PRI	2/26/2026	Check	\$0.00	\$30.00	22484		AP Checks 22481 - 22487
LOUISA AUTO PARTS	2/26/2026	Check	\$0.00	\$246.99	22485		AP Checks 22481 - 22487
LOUISA COUNTY LANDFI	2/5/2026	Check	\$0.00	\$575.28	22476		AP Checks 22469 - 22480
LOUISA COUNTY WATER	2/5/2026	Check	\$0.00	\$25,067.08	22477		AP Checks 22469 - 22480
MAIN STREET SUPPLY	2/5/2026	Check	\$0.00	\$9,114.85	22478		AP Checks 22469 - 22480
RAPPAHANNOCK ELECTRI	2/22/2026	CashDisb	\$382.95	\$0.00	0	SPRING RD WELL 4	RAPPAHANNOCK ACCT 268214003
RICOH USA INC	2/11/2026	CashDisb	\$1,105.36	\$0.00	0	109766751	RICOH PAYMENT
SOUTHERN SOFTWARE I	2/26/2026	Check	\$0.00	\$118.80	22486		AP Checks 22481 - 22487
UPDIKE INDUSTRIES	2/5/2026	Check	\$0.00	\$3,675.41	22479		AP Checks 22469 - 22480
US DEPT OF AGRICULTUR	2/19/2026	CashDisb	\$1,466.00	\$0.00	0	BUILDING LOAN	USDA BUILDING LOAN
VA DEPT OF TAXATION	2/5/2026	CashDisb	\$2,201.00	\$0.00	0	VA STATE TAX PAYMENT-JAN 2	VA STATE TAXES
VERIZON	2/11/2026	CashDisb	\$587.16	\$0.00	0	15200128	VERIZON LANDLINE
VERIZON	2/23/2026	CashDisb	\$77.48	\$0.00	0	ACCT 742630415	VERIZON CELL & TABLET
VIRGINIA RETIREMENT S	2/3/2026	CashDisb	\$2,092.83	\$0.00	0	1.2026 RETIREMENT/LIFE INS/	VRS
VOYA FINANCIAL	2/2/2026	CashDisb	\$993.31	\$0.00	0	JANUARY 2026	VOYA FINANCIAL
VOYA FINANCIAL	2/2/2026	CashDisb	\$261.73	\$0.00	0	JANUARY 2026	VOYA FINANCIAL 457
VOYA FINANCIAL	2/3/2026	CashDisb	\$815.01	\$0.00	0	JANUARY 2026	VOYA FINANCIAL 457
VOYA FINANCIAL	2/3/2026	Invalid	\$0.00	\$0.00	0	JANUARY 2026	Void-VOYA FINANCIAL 457
VOYA FINANCIAL	2/3/2026	CashDisb	\$812.01	\$0.00	0	JANUARY 2026 457	VOYA FINANCIAL 457
VUPS	2/5/2026	Check	\$0.00	\$92.40	22480		AP Checks 22469 - 22480
WARREN MARTIN	2/26/2026	Check	\$0.00	\$300.00	22487		AP Checks 22481 - 22487
			\$29,943.14	\$50,649.06			



Town of
MINERAL
VIRGINIA

Town Council Meeting
March 2026

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: March 2026

Report Prepared By: Kendra Ellis

- February 2026 monthly revenue totals:
 - Total monthly revenue: \$627,794.36
 - Town *estimated* monthly revenue: \$30,948.49

Monthly Revenue		
Month	Monthly Total	Estimated Town Revenue
January 2026	\$542,336.62	\$26,735.66

- DMV Select transactions for FY2026 (July 2025 - January 2026) were received. Mineral DMV Select is listed fourth in the state of Virginia and third among Select offices specifically regarding monthly transaction totals.
 - Monthly Transaction Totals: 27,689
 - Jul 2025 - 4,718
 - Aug 2025 - 4,656
 - Sep 2025 - 4,261
 - Oct 2025 - 3,764
 - Nov 2025 - 3,269
 - Dec 2025 - 3,100
 - Jan 2026 - 3,921

- THANK YOU to the Mineral DMV Select Team for their exceptional work to close out the month of February with a total of \$113,827.41 on 2/27/2026. This is the highest daily total so far this year!

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
VIRGINIA

Town Council Meeting
March 2026

Looking Ahead in 2026

- The DMV Connect Team is tentatively scheduled to visit the Mineral DMV Select office on Thursday, April 9, 2026.
 - Available by appointment only. The appointment schedule opens approximately two weeks prior to the date of their visit. Additional information will be posted within the office and social media platforms.



Town of Mineral

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

February 28, 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 eight months into our fiscal year (66.67%)
 - General fund YTD revenue is 61%
 - General fund YTD expenses are 56%
 - Water fund YTD revenue is 85%
 - Water fund YTD expenses are 78%
 - Total funds revenue YTD is \$957,379.75 (65%)
 - Total funds expenses YTD is \$928,115.28 (64%)
- 2025 Real Estate Tax revenue collected = \$114,416.86 (92%)
- 2025 Personal Property Tax revenue collected = \$15,576.15 (62%)
- Accounts explanations:
 - VRS / 401K / 457 Expenses in each department are being adjusted to accurately reflect the accounts to which they should be expensed

Monthly Utility Bills:

- We billed 336 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 February we emailed 142 bills (42%), which saved us \$105.79

Monthly Water Consumption:

- Our water purchase from LCWA is still down from previous months.

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 2.28.2026

Blue Ridge Bank Operating Account	\$284,000.79
Blue Ridge Bank/Spring Grove Operating Account	\$ 56,382.60
LGIP Town of Mineral Investment Account	\$412,684.08
LGIP Spring Grove Cemetery Perpetual Account	\$250,344.94
LGIP Spring Grove Cemetery Operating Account	\$230,188.31

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 100-GENERAL FUND							
0000-100-Revs							
100-011000-0004 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$85.00	\$0.00	(\$215.00)	28
100-011000-0005 FOIA REVENUE	\$500.00	\$500.00	\$0.00	\$25.00	\$25.00	(\$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	\$310.12	\$222.12	\$310.12	0
100-011010-2025 2025 REAL ESTATE TAX	\$125,000.00	\$125,000.00	\$0.00	\$114,416.86	\$84,279.46	(\$10,583.14)	92
100-011020-0001 CURRENT YEARS PUBLI	\$8,500.00	\$8,500.00	\$0.00	\$11,893.96	\$6,462.70	\$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	\$117.39	\$121.57	\$117.39	0
100-011030-2025 2025 PERS PROP TAX R	\$25,000.00	\$25,000.00	\$0.00	\$15,576.15	\$7,335.46	(\$9,423.85)	62
100-011060-0001 TAX PENALTY REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$802.12	\$792.52	(\$197.88)	80
100-011060-0002 TAX INTEREST REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$33.74	\$24.14	(\$966.26)	3
100-011060-0003 TAX PENALTY PERS PR	\$500.00	\$500.00	\$0.00	\$158.74	\$115.38	(\$341.26)	32
100-011060-0004 TAX INTEREST PERS PR	\$100.00	\$100.00	\$0.00	\$279.87	\$9.14	\$179.87	280
100-011061-0001 LICENSE FEE PERS PRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-015100-0001 INTEREST EARNED-LGI	\$20,000.00	\$20,000.00	\$0.00	\$9,978.31	\$0.00	(\$10,021.69)	50
100-016099-0003 TRASH REVENUE	\$1,100.00	\$1,100.00	\$0.00	\$1,420.10	\$182.50	\$320.10	129
100-019000-0001 RETURN CHECK FEE	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
100-120101-0001 LOCAL SALES TAX REV	\$40,000.00	\$40,000.00	\$0.00	\$36,392.22	\$4,903.59	(\$3,607.78)	91
100-120201-0001 CONSUMER UTILITY TA	\$1,100.00	\$1,100.00	\$0.00	\$436.74	\$76.28	(\$663.26)	40
100-120301-0001 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$19,984.27	\$14,604.09	(\$10,015.73)	67
100-120501-0001 VEHICLE LICENSE FEES	\$7,000.00	\$7,000.00	\$0.00	\$4,930.97	\$2,180.62	(\$2,069.03)	70
100-120501-0005 VEHICLE REGISTRATIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
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	\$1,027.53	\$52.38	(\$972.47)	51
100-121101-0001 MEALS TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$68,043.89	\$7,432.75	(\$21,956.11)	76
100-130306-0001 ZONING PERMITS/FEE	\$1,500.00	\$1,500.00	\$0.00	\$1,200.00	\$0.00	(\$300.00)	80
100-130306-0002 HOME OCCUPANCY PER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-150361-0001 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$222,486.69	\$26,667.25	(\$277,513.31)	44
100-189000-0900 MISCELLANEOUS REVE	\$1,000.00	\$1,000.00	\$0.00	\$29,159.46	\$27,842.64	\$28,159.46	2916
100-189000-0910 RENTAL REVENUE	\$1,300.00	\$1,300.00	\$0.00	\$770.00	\$0.00	(\$530.00)	59
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	\$761.06	\$93.72	(\$438.94)	63
100-220112-0001 CAR RENTAL DISTRIBU	\$6,000.00	\$6,000.00	\$0.00	\$5,074.51	\$368.43	(\$925.49)	85
100-240407-0001 LITTER GRANT	\$2,000.00	\$2,000.00	\$0.00	\$1,658.56	\$0.00	(\$341.44)	83
100-240407-0100 USDA VEHICLE GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-240412-0001 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	100
100-410501-0020 USE OF FUND BALANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-410501-0050 INSURANCE RECOVERY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-500200-0001 MISCELLANEOUS RESE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
0000-100-Revs	\$933,900.00	\$933,900.00	\$0.00	\$566,700.85	\$183,791.74	(\$367,199.15)	61
012110-100-COUNCIL AND MANAGER OFFICE							
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	\$4,784.51	\$38.25	\$2,883.49	62
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	\$8,849.72	\$1,125.80	\$4,660.28	66
100-012110-2400 GROUP LIFE INSURANC	\$1,300.00	\$1,300.00	\$0.00	\$738.94	\$92.92	\$561.06	22

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-012110-2500 DISABILITY INSURANC	\$808.00	\$808.00	\$0.00	\$463.46	\$58.28	\$344.54	57
100-012110-2600 MAYORS EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-012110-3000 TOWN MANAGER EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-012110-3100 CONTINGENCY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-012110-3120 PROFESSIONAL SERVIC	\$40,000.00	\$40,000.00	\$0.00	\$15,159.00	\$0.00	\$24,841.00	38
100-012110-3152 WEB BASED SERVICES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-012110-3160 COUNCIL COMPENSATI	\$7,200.00	\$7,200.00	\$0.00	\$4,500.00	\$500.00	\$2,700.00	63
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
100-012110-5230 TELECOMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-012110-5300 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$7,776.00	\$0.00	\$7,224.00	52
100-012110-5545 CONFERENCE EXPENSE	\$4,000.00	\$4,000.00	\$0.00	\$1,722.88	\$0.00	\$2,277.12	43
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	\$38.05	\$827.67	45
012110-100-COUNCIL AND MANAGER OF	\$193,899.00	\$193,899.00	\$0.00	\$119,389.23	\$1,853.30	\$74,509.77	62
012410-100-CLERK/TREASURER							

100-012410-1101 WAGES/SALARIES	\$113,946.00	\$113,946.00	\$0.00	\$60,793.00	\$8,452.00	\$53,153.00	53
100-012410-1200 WAGES/SALARIES PT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-012410-2100 FICA	\$8,717.00	\$8,717.00	\$0.00	\$4,491.33	\$597.52	\$4,225.67	52
100-012410-2210 VRS	\$1,915.00	\$1,915.00	\$0.00	\$2,132.12	\$244.78	(\$217.12)	111
100-012410-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$410.86	\$84.52	(\$410.86)	0
100-012410-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$612.26	\$111.32	(\$612.26)	0
100-012410-2300 HEALTH PLAN	\$21,620.00	\$21,620.00	\$0.00	\$3,752.20	\$938.05	\$17,867.80	17
100-012410-2400 GROUP LIFE INSURANC	\$1,527.00	\$1,527.00	\$0.00	\$712.80	\$108.05	\$814.20	47
100-012410-2500 DISABILITY INSURANC	\$969.00	\$969.00	\$0.00	\$447.02	\$67.76	\$521.98	46
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	\$23,037.43	\$877.24	\$11,962.57	66
100-012410-3310 OFFICE EQPT/COMPUTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
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	\$720.14	(\$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	\$799.05	\$98.32	(\$399.05)	200
100-012410-5210 POSTAGE	\$1,000.00	\$1,000.00	\$0.00	\$515.29	\$23.47	\$484.71	52
100-012410-5230 TELECOMMUNICATION	\$7,000.00	\$7,000.00	\$0.00	\$6,439.40	\$962.86	\$560.60	92
100-012410-5240 INTERNET EXPENSE	\$24,000.00	\$24,000.00	\$0.00	\$22,927.07	\$3,734.61	\$1,072.93	96
100-012410-5540 EDUCATION/TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$56.45	\$0.00	\$943.55	6
100-012410-5800 REFUNDS/TAX CURREN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
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	\$30.00	\$8,705.92	27
100-012410-6001 OFFICE SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$3,242.55	\$500.04	\$6,757.45	32
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	\$141,402.82	\$17,550.68	\$129,991.18	52
031100-100-DMV							

100-031100-1101 WAGES/SALARIES	\$147,414.00	\$147,414.00	\$0.00	\$97,208.55	\$11,204.81	\$50,205.45	66
100-031100-1200 WAGES/SALARIES PT	\$30,529.00	\$30,529.00	\$0.00	\$20,485.43	\$2,499.53	\$10,043.57	67
100-031100-2100 FICA EXPENSE	\$13,613.00	\$13,613.00	\$0.00	\$9,003.57	\$1,048.37	\$4,609.43	66
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	\$532.42	\$98.16	(\$532.42)	23

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-031100-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$215.96	\$70.32	(\$215.96)	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	\$1,326.86	\$168.06	\$1,404.14	49
100-031100-2500 DISABILITY INSURANC	\$1,732.00	\$1,732.00	\$0.00	\$612.24	\$77.10	\$1,119.76	35
100-031100-3120 PROFESSIONAL SERVIC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-031100-3500 COPIER EXPENSE	\$2,500.00	\$2,500.00	\$0.00	\$1,847.09	\$202.32	\$652.91	74
100-031100-5230 TELECOMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
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	\$323.49	\$158.25	(\$23.49)	108
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	\$131,685.61	\$15,526.92	\$119,550.39	52
032000-100-DONATIONS							
-							
100-032000-5640 VOLUNTEER FIRE DEPA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-032000-5650 DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
032000-100-DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
032100-100-PASS THRU - STATE FUNDS							
-							
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
032200-100-MINERAL VFD							
-							
100-032200-5640 MINERAL/VFD DONATI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
032200-100-MINERAL VFD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
043100-100-PUBLIC WORKS							
-							
100-043100-1101 WAGES/SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-043100-1102 CONTRACTED SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-043100-1200 WAGES/SALARIES PT	\$53,014.00	\$53,014.00	\$0.00	\$36,090.05	\$3,777.60	\$16,923.95	68
100-043100-2100 FICA	\$4,056.00	\$4,056.00	\$0.00	\$2,761.20	\$289.02	\$1,294.80	68
100-043100-2210 VRS EXPENSE	\$400.00	\$400.00	\$0.00	\$116.95	\$0.00	\$283.05	29
100-043100-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$198.66	\$36.12	(\$198.66)	0
100-043100-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$36.08	\$18.04	(\$36.08)	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	\$366.99	\$46.15	\$233.01	61
100-043100-2500 DISABILITY INSURANC	\$300.00	\$300.00	\$0.00	\$230.14	\$28.94	\$69.86	77
100-043100-3311 VEHICLE/EQUIPMENT	\$1,000.00	\$1,000.00	\$0.00	\$1,435.22	\$33.29	(\$435.22)	144
100-043100-5110 ELECTRICITY	\$15,000.00	\$15,000.00	\$0.00	\$7,398.58	\$1,073.34	\$7,601.42	49
100-043100-5230 TELECOMMUNICATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-043100-5300 INSURANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-043100-5540 EDUCATION/TRAINING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-043100-5840 MISCELLANEOUS EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-043100-6001 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-043100-6005 JANITORIAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-043100-6006 HAND TOOLS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-043100-6007 REPAIRS/MAINTENANC	\$5,000.00	\$5,000.00	\$0.00	\$2,077.74	\$305.97	\$2,922.26	42
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	\$7,549.46	\$575.28	\$2,950.54	72
100-043100-7200 TOWN HALL EXPENSES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
043100-100-PUBLIC WORKS	\$106,380.00	\$106,380.00	\$0.00	\$58,509.26	\$6,183.75	\$47,870.74	55
045100-100-TOWN HALL/TOWN GARAGE EXPENSES							

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-045100-0002 DEBT SVC USDA BLDG	\$15,891.00	\$15,891.00	\$0.00	\$11,728.00	\$1,466.00	\$4,163.00	74
100-045100-1101 WAGES/SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-1102 CONTRACTED SERVICE	\$3,600.00	\$3,600.00	\$0.00	\$1,200.00	\$0.00	\$2,400.00	33
100-045100-1200 WAGES/SALARIES PT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-2100 FICA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-2210 VRS EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-2300 HEALTH PLAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-2400 GROUP LIFE INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-2500 DISABILITY PLAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-5110 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$5,031.65	\$385.48	\$2,968.35	63
100-045100-5120 UTILITIES - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$3,667.14	\$638.38	\$332.86	92
100-045100-5240 INTERNET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-5840 MISCELLANEOUS EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-6005 JANITORIAL SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$699.97	\$63.73	\$2,300.03	23
100-045100-6007 REPAIR/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$3,355.20	\$99.90	(\$2,355.20)	336
100-045100-8102 FURNITURE/EQUIPMEN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-045100-9001 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	\$25,681.96	\$2,653.49	\$19,809.04	56
047100-100-REFUSE COLLECTION							
100-047100-3310 STREET SWEEPING	\$1,000.00	\$1,000.00	\$0.00	\$589.00	\$0.00	\$411.00	59
100-047100-3321 RECYCLING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-047100-3322 COMM DUMPSTER/TRA	\$40,000.00	\$40,000.00	\$0.00	\$29,634.38	\$3,675.41	\$10,365.62	74
100-047100-5714 VA LITTER CONTROL G	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
100-047100-5840 MISCELLANEOUS EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
047100-100-REFUSE COLLECTION	\$43,000.00	\$43,000.00	\$0.00	\$30,223.38	\$3,675.41	\$12,776.62	70
050100-100-WHITLOCK FAMILY PARK AND LITTLE LEAGUE FIELD							
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
100-050100-5840 MISCELLANEOUS EXPE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-050100-6007 REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-050100-8102 FURNITURE/EQUIPMEN	\$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							
100-051100-3310 PARKING/STREET MAIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-051100-3311 SIDEWALK REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-051100-5110 ELECTRICITY - STREET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-051100-5840 MISCELLANEOUS EXPE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
100-051100-6067 REPAIRS/SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
100-051100-6099 STREET BEAUTIFICATIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	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	\$566,700.85	\$183,791.74	(\$367,199.15)	61
FundExpTot	\$933,900.00	\$933,900.00	\$0.00	\$522,066.96	\$47,443.55	\$411,833.04	56
Reporting Fund: 200-CEMETERY							
0000-200-Revs							
200-019000-0001 RETURN CHECK FEE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
200-020000-0001 CEMETERY PLOT REVE	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	25

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-02-28

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
500-500100-6005 JANITORIAL SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500-500100-6006 HAND TOOLS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500-500100-6007 REPAIRS/MAINTENANC	\$1,000.00	\$1,000.00	\$0.00	\$2,257.54	\$0.00	(\$1,257.54)	226
500-500100-6008 VEHICLE FUEL AND OIL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500-500100-6009 EQUIPMENT/SUPPLIES	\$4,000.00	\$4,000.00	\$0.00	\$6,206.79	\$1,488.89	(\$2,206.79)	155
500-500100-6011 UNIFORMS/SAFETY EQ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500-500100-6021 TESTING SUPPLIES/CHE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500-500100-6022 WATER TESTING	\$6,000.00	\$6,000.00	\$0.00	\$2,240.09	\$300.00	\$3,759.91	37
500-500100-6023 COUNTY WASTEWATER	\$110,000.00	\$110,000.00	\$0.00	\$79,133.32	\$9,912.51	\$30,866.68	72
500-500100-6024 COUNTY WATER PURCH	\$97,173.00	\$97,173.00	\$0.00	\$118,966.22	\$15,154.57	(\$21,793.22)	122
500-500100-6030 PLANT LAB SUPPLIES/C	\$1,000.00	\$1,000.00	\$0.00	\$299.71	\$0.00	\$700.29	30
500-500100-6050 METER PURCHASES	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
500-500100-7000 DEPRECIATION (WATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500-500100-7001 DEPRECIATION EXPENS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500-500100-8101 OFFICE EQUIPMENT/SU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
500100-500-WATER & SEWER OPERATIO	\$435,350.00	\$435,350.00	\$0.00	\$337,677.16	\$46,771.37	\$97,672.84	78
Reporting Fund: 500-WATER & SEWER FUND							
FundRevTot	\$435,350.00	\$435,350.00	\$0.00	\$371,829.93	\$38,267.54	(\$63,520.07)	85
FundExpTot	\$435,350.00	\$435,350.00	\$0.00	\$337,677.16	\$46,771.37	\$97,672.84	78
Reporting Fund: 600-CIP							
0000-600-Revs							

600-015000-0001 USDA LOAN PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
600-015000-0010 USDA GRANTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
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
0000-600-Revs	\$70,000.00	\$70,000.00	\$0.00	\$18,010.00	\$0.00	(\$51,990.00)	26
600100-600-CAPITAL PROJECTS FUND							

600-600100-7000 DEPRECIATION EXPENS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
600-600100-8100 EMERGENCY W/S REPAI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
600-600100-8500 VEHICLE(S) PURCHASI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
600-600100-8600 GENERAL EXPENSES -	\$25,000.00	\$25,000.00	\$0.00	\$9,691.53	\$0.00	\$15,308.47	39
600-600100-8650 VDH DRINKING WATER	\$45,000.00	\$45,000.00	\$0.00	\$58,679.63	\$0.00	(\$13,679.63)	130
600-600100-8700 REFINANCING AND US	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
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
Grand Totals:							
TotalRev	\$1,481,950.00	\$1,481,950.00	\$0.00	\$957,379.75	\$222,059.28	(\$524,570.25)	65
TotalExp	\$1,439,250.00	\$1,439,250.00	\$0.00	\$928,115.28	\$94,214.92	\$511,134.72	64

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
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
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

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
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
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



Town of Mineral

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

Holiday Schedule 2026

- Thursday & Friday January 1 & 2.....New Year's Day
- Monday, January 19.....Martin Luther King, Jr., Day
- Monday, February 16.....President's Day
- Monday, May 25.....Memorial Day
- Friday, June 19.....Juneteenth Day
- Friday, July 3.....Independence Day
- Monday, September 7.....Labor Day
- Monday, October 12.....Columbus Day & Yorktown Victory Day
- Tuesday, November 3Election Day
- Wednesday, November 11.....Veteran's Day
- Wednesday, November 25.....Close at 12:00 PM for Thanksgiving
- Thursday and Friday, November 26 & 27.....Thanksgiving
- Thursday and Friday, December 24 & 25.....Christmas
- Thursday, December 31.....Close at 12:00 PM for New Year's Eve

Additional closings by Louisa County or the State of Virginia will amend this calendar. The Town Manager reserves the right to approve additional closings.



Town of Mineral

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Mineral Town Council 2026 Meeting Dates

Monday, January 12, 2026

Monday, February 9, 2026

Monday, March 9, 2026

Monday, April 13, 2026

Monday, May 11, 2026

Monday, June 8, 2026

Monday, July 13, 2026

Monday, August 10, 2026

Monday, September 14, 2026

Tuesday, October 13, 2026

Monday, November 9, 2026

Monday, December 14, 2026



MINERAL PLANNING COMMISSION
312 Mineral Avenue, Mineral Va. 23117
Phone 540-894-5100 | www.townofmineral.com

March 3, 2026

To: Pam Harlowe, Mayor and Mineral Town Council

From: Edward Kube, Chairman Mineral Planning Commission

Cc: Mineral Planning Commission, Teri Burns

Re: Mineral Planning Commission Actions and Recommendations

Dear Madam Mayor,

The Mineral Planning Commission met at its regular monthly meeting on February 26, 2026. By this memo I am informing the Mineral Town Council of the action taken on several items with the corresponding recommendations made by the Commission to Council.

- 1.) On October 30, 2025 the Mineral Planning Commission conducted four public hearings on particular Town Code sections that had been brought to it for consideration by the Town Manager/Zoning Administrator. No one from the public was in attendance to each of the public hearings. Each one was properly opened and closed to the public for input. The Mineral Planning Commission voted to recommend approval of the revisions presented for the General Commercial Zoning Classification, the Planned Unit Development Zoning Classification, and the Administration and Enforcement revisions as proposed. As such, these items are referred to Council for the scheduling of your own public hearings for consideration.
- 2.) The public hearing held on Light Commercial revisions proposed by the Zoning Administrator resulted in considerable discussion regarding the inclusion of single

family housing by-right in the Light Commercial Zoning Classification and additional wording suggestions from the Administrator on the housing restrictions only applying to Mineral Avenue and not Louisa Avenue. A motion was made at the October 30, 2025 and seconded to table Mineral Planning Commission action until a later meeting. Motion passed. The discussion came up again at our February 26, 2026 meeting and the motion passed to strike/delete under 425-24 A Permitted Uses item 2 entirely “Single family dwellings (except modulars, which are permitted by CUP”. Item 5 was recommended to be deleted from a separate item and added to the current paragraph 6 permitted uses along with adding hair salons and cafes. Modular homes is recommended to be deleted from permitted use by CUP in the Light Commercial Zone. Finally, the ending sentence of 425-23 Statement of Intent is recommended to delete the wording regarding water and sewer shall be provided and required for use unless the development is of multiple housing units and or multiple lots. The Mineral Planning Commission expressed its opinion that water and sewer line extension costs should be at the expense of the developer or landowner, not the Town of Mineral. It is recommended that a public hearing of the Mineral Town Council or a joint public hearing be scheduled to consider this zoning classification change as the extent of changes are more dramatic than the other three zoning changes.

- 3.) The Mineral Planning Commission reviewed code Article X Signs at its January and February meetings and passed a motion recommending that the Mineral Town Council revise regulation 425-58 District Regulations and add item # C on Public Notice Signs as follows:
 - a.) Applicants that request a rezoning, conditional use permit, BZA permit or request that a Town street(s) or alleyway(s) shown on the Official 1890 Map of the Town of Mineral to be opened or closed, must pay an additional fee \$xx.xx to the Town for the required placement of a Town created Public Action Notice Sign. The permitted action zoning consideration signage applies to all five zoning classifications. The public notice sign shall be placed on the applicable property by the owner/applicant within 24 hours after it has been issued at a location clearly visible to the traveling public and it shall be maintained on said property until after the requested action has been reviewed, considered and acted upon.
The Mineral Planning Commission discussed and considered to set an applicant fee amount for the sign with a full or partial refund when returned to the Town, but decided to leave the amount to charge and refund procedure up to Council’s discretion and decision.

A separate or joint public hearing for both The Mineral Town Council and/or The Mineral Planning Commission is satisfactory as warranted for Town action on this matter.

On Section 425-60 Issuance of Permits and Licenses, the Commission voted to recommend adding “and Public Notice Signs” to the paragraph title. Also, the first sentence will be revised to state that the Zoning Administrator will have the authority to process and fill the signage with the proper language for the sign to be posted on the property.

- 4.) The Mineral Planning Commission discussed a new Capitol Improvements Plan Program as presented to it by Commissioner Maggie Larson. The implementation of it and the five year projects for consideration will be developed and recommended by the newly created Mineral Planning Commission Comprehensive Plan and Capitol Improvements Plan Committee that Maggie will be the Chairman of. We hope to develop a project for discussion at our next meeting to forward to the Mineral Town Council before the Town budget process for FY 2027/2028 is completed.
- 5.) With the proposal to create (3) three new first time Mineral Planning Commission Committees submitted by the Chairman to the Commission that consist of two members, a Chairman of the committee and one other Commission member. Questions and discussion ensued on the public notice provisions, public participation, minutes of each meeting, etc.. A motion was made to request the Town Council to obtain a Town Attorney or other legal determination and opinion on what is required by Virginia State Code regarding the formation of two or more member committees for the Mineral Planning Commission requiring notifications of their meetings, public participation, minutes, etc. when two members only are strictly enforced to not exceed the requests passed by law on three person committees. We ask that this legal opinion be sought and obtained within the next 30 days so we can proceed with the development of our proposed Capital Improvements Plan Program.

If you have any questions, feel free to contact me.

Respectfully submitted
Ed Kube, Chairman
Mineral Planning Commission

attachments

§ 425-24. Use regulations.

Within any Light Commercial District, as indicated on the Zoning Map, no lot, building or structure shall be used and no building shall be erected which is intended or designed to be used in whole or in part for any industrial or manufacturing purpose or for any other than the following specified purposes:

- A. Permitted uses.
 - 1. Banks and office buildings.
 - 2. Single-family dwellings (except modulars which are permitted by CUP).
 - 3. Greenhouses and nurseries operated on a commercial scale, including sale rooms and offices.
 - 4. Parking of automobiles, excluding house trailers, freight trucks, and trailers.
 - 5. Self-service laundries.
 - 6. Retail businesses, which includes retail stores and service establishments such as bakeries, food shops, drugstores, branch laundries, and dry-cleaning shops (but not dyeing plants), beauty parlors, barbershops, tailor and shoe repair shops, florists, jewelry and watch repair shops, gift and optician shops, hardware stores, building material stores and sales yards in connection therewith, newspaper offices, photographic studios, printing plants, electrical appliance stores, music stores, restaurants, hotels, motels, theaters, or other commercial establishments of like nature, provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shops no merchandise shall be carried other than that intended to be sold at retail on the premises.
 - 7. Restaurants, cafes.
- B. Permitted uses by conditional use permit.
 - 1. Mixed use businesses - whereas the business is storefront level, and the living space is above. Living space above provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shop merchandise shall be carried out than that intended to be sold at retail on the premises.
 - 2. Modular homes and manufactured homes that are not traditionally built/ block homes.

[Amended 9-12-1988; 6-13-2005 by Ord. No. 2005-01; Ord. No. 2024-05, 8-29-2024]

§ 425-24. Use regulations.

Within any Light Commercial District, as indicated on the Zoning Map, no lot, building or structure shall be used and no building shall be erected which is intended or designed to be used in whole or in part for any industrial or manufacturing purpose or for any other than the following specified purposes:

- A. Permitted uses.
 - 1. Banks and office buildings.
 - ~~2. Single family dwellings (except modulars which are permitted by CUP).~~
 - 3. Greenhouses and nurseries operated on a commercial scale, including sale rooms and offices.
 - 4. Parking of automobiles, excluding house trailers, freight trucks, and trailers.
 - ~~5. Self-service laundries.~~
 - 6. Retail businesses, which includes retail stores and service establishments such as bakeries, food shops, drugstores, branch laundries, self-service laundromats, and dry-cleaning shops (but not dyeing plants), hair salons, barbershops, tailor and shoe repair shops, florists, jewelry and watch repair shops, gift and optician shops, hardware stores, building material stores and sales yards in connection therewith, newspaper offices, photographic studios, printing plants, electrical appliance stores, music stores, restaurants, cafes, hotels, motels, theaters, or other commercial establishments of like nature, provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shops no merchandise shall be carried other than that intended to be sold at retail on the premises.
 - ~~7. Restaurants, cafes.~~
- B. Permitted uses by conditional use permit.
 - 1. Mixed use businesses - whereas the business is storefront level, and the living space is above. Living space above provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shop merchandise shall be carried out than that intended to be sold at retail on the premises.
 - 2. ~~Modular homes and~~ manufactured homes that are not traditionally built/ block homes.

[Amended 9-12-1988; 6-13-2005 by Ord. No. 2005-01; Ord. No. 2024-05, 8-29-2024]

§ 425-23. Statement of intent.

The primary purpose of this district is to establish and protect a limited business district that will serve the surrounding residential districts. Traffic and parking congestion shall be held to a minimum to protect and preserve property values in the surrounding residential districts, and, insofar as possible, all neighborhood business development shall take place in a limited business district. Water and sewer shall be provided and required for use unless the development is of multiple housing units (Single-Family or Multi-Family) and/or multiple buildings on multiple lots, then the developer/landowner would be responsible for water and sewer within the development.

[Ord. No. 2024-05, 8-29-2024]

CURRENT CODE

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[Ord. No. 2024-05, 8-29-2024]

RECOMMENDED CHANGES

ARTICLE V General Commercial District (GC)

§ 425-29. Statement of intent.

This district shall include that portion of the community intended for the conduct of general business to which the public requires direct and frequent access. Public water and sewer (where available) shall be provided and be required for use.

[Ord. No. 2024-06, 9-26-2024]

§ 425-30. Use regulations.

In a General Commercial District no buildings or land shall be used and no building shall be erected which is arranged, intended or designed to be used for other than one or more of the following uses:

- A. Permitted Uses:
1. Gasoline filling stations.
 2. Public garages.
 3. Storage warehouses and yards.
 4. Automobile sales, service and rental.
 5. Wholesale and jobbing establishments.
 6. Greenhouses and nurseries.
 7. Parking of automobiles, excluding house trailers, freight trucks and trailers.
 8. Self-service laundries.
 9. Public billiard parlors and pool rooms, bowling alleys, dance halls and similar forms of public amusement only when recommended by the Planning Commission and approved by the Council of the Town of Mineral.
 10. Public utilities. Utility substations, pump houses, distribution lines, and poles and other facilities for the provision and maintenance of public utilities, meters, pipes, fire and rescue, including railroads and their facilities, and water and sewerage works.
 11. Retail businesses, which includes retail stores and service establishments such as bakeries, food shops, drugstores, branch laundries, and dry-cleaning shops (but not dyeing plants), beauty parlors, barbershops, tailor and shoe repair shops, florists, jewelry and watch repair shops, gift and optician shops, hardware stores, building material stores and sales yards in connection therewith, newspaper offices, photographic studios, printing plants, electrical appliance stores, music stores, restaurants, hotels, motels, theaters, or other commercial establishments of like nature, provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shops no merchandise shall be carried other than that intended to be sold at retail on the premises.
 12. Restaurants, cafes.

- B. Permitted use by Conditional Use Permit.
 - 1. Trailer courts in conformity with special provisions contained herein.
 - 2. Mixed use developments — where retail space is at the bottom and apartment(s) at the top.

[Amended 6-13-2005 by Ord. No. 2005-01; Ord. No. 2024-06, 9-26-2024]

Cross reference(s)—See § 425-54.

§ 425-31. Frontage and yard regulations.

- A. Side yard. Where the district abuts to a residential district and/or dwelling, the minimum side yard shall be 20 feet. Buildings must conform to existing structures.
- B. Setback. Minimum of five feet on developed streets and a minimum of 10 feet on undeveloped streets. Buildings must conform to existing structures.
- C. Frontage. Shall be no less than 25 feet. Buildings must conform to existing structures.

[Ord. No. 2024-06, 9-26-2024]

§ 425-32. Off-street parking.

See § 425-53.

[Ord. No. 2024-06, 9-26-2024]

§ 425-33. Height regulations.

No building or structure shall be erected to a height in excess of 60 feet above grade without a Conditional Use Permit.

[Ord. No. 2024-06, 9-26-2024]

§ 425-34. Signs.

Refer to Article X.

[Ord. No. 2024-06, 9-26-2024]

§ 425-35. Prohibited uses.

Automobile graveyards and junkyards and sand and gravel yards are prohibited. Note: Automobile graveyards and junkyards in existence at the time of the adoption of this chapter may continue as nonconforming uses, provided that they shall have a period of not exceeding two years after said adoption in which to completely screen on any side viewed from a public road the operation or use by a solid six-foot-high masonry wall or other type of solid fencing or hedge approved by the Zoning Administrator.

[Ord. No. 2024-06, 9-26-2024]

ARTICLE V General Commercial District (GC)

§ 425-29. Statement of intent.

This district shall include that portion of the community intended for the conduct of general business to which the public requires direct and frequent access. Public water and sewer (where available) shall be provided and be required for use.

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 7. Parking of automobiles, excluding house trailers, freight trucks and trailers.
 8. Self-service laundries.
 - ~~9. Public billiard parlors and pool rooms, bowling alleys, dance halls and similar forms of public amusement only when recommended by the Planning Commission and approved by the Council of the Town of Mineral. (move to section B Permitted use by Conditional Use Permit item 3.)~~
 9. Public utilities. Utility substations, pump houses, distribution lines, and poles and other facilities for the provision and maintenance of public utilities, meters, pipes, fire and rescue, including railroads and their facilities, and water and sewerage works.
 10. Retail businesses, which includes retail stores and service establishments such as bakeries, food shops, drugstores, branch laundries, and dry-cleaning shops (but not dyeing plants), beauty parlors, barbershops, tailor and shoe repair shops, florists, jewelry and watch repair shops, gift and optician shops, hardware stores, building material stores and sales yards in connection therewith, newspaper offices, photographic studios, printing plants, electrical appliance stores, music stores, restaurants, hotels, motels, theaters, or other commercial establishments of like nature, provided that no such retail business shall exceed 10,000 square feet of floor space, and provided further that no manufacturing, wholesaling or jobbing shall be carried on and that in the permitted stores and shops no merchandise shall be carried other than that intended to be sold at retail on the premises.
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- C. Frontage. Shall be no less than 25 feet. Buildings must conform to existing structures.

[Ord. No. 2024-06, 9-26-2024]

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[Ord. No. 2024-06, 9-26-2024]

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Refer to Article X.

[Ord. No. 2024-06, 9-26-2024]

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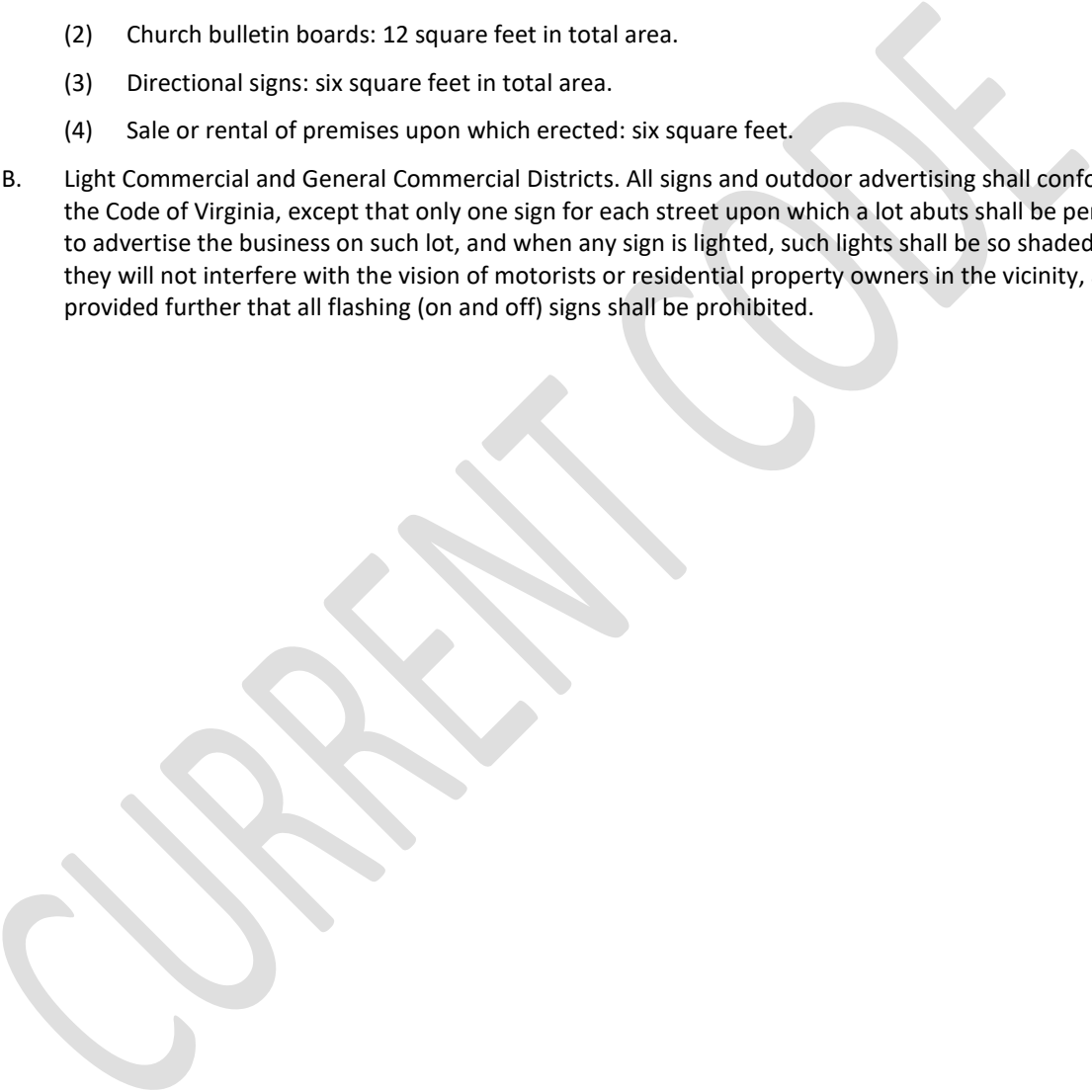
[Ord. No. 2024-06, 9-26-2024]

§ 425-58. District regulations.

Regulations for signs in the various zoning districts shall be as follows:

- A. Residential Limited and Residential General. All signs and outdoor advertising shall conform to the Code of Virginia, and where not in conflict with more restrictive provisions of the Code of Virginia, the following signs are permitted within the size limitation shown:
 - (1) Home occupation: two square feet.
 - (2) Church bulletin boards: 12 square feet in total area.
 - (3) Directional signs: six square feet in total area.
 - (4) Sale or rental of premises upon which erected: six square feet.

- B. Light Commercial and General Commercial Districts. All signs and outdoor advertising shall conform to the Code of Virginia, except that only one sign for each street upon which a lot abuts shall be permitted to advertise the business on such lot, and when any sign is lighted, such lights shall be so shaded that they will not interfere with the vision of motorists or residential property owners in the vicinity, and provided further that all flashing (on and off) signs shall be prohibited.



ARTICLE X Signs

§ 425-58. District regulations.

Regulations for signs in the various zoning districts shall be as follows:

- A. Residential Limited and Residential General. All signs and outdoor advertising shall conform to the Code of Virginia, and where not in conflict with more restrictive provisions of the Code of Virginia, the following signs are permitted within the size limitation shown:
- (1) Home occupation: two square feet.
 - (2) Church bulletin boards: 12 square feet in total area.
 - (3) Directional signs: six square feet in total area.
 - (4) Sale or rental of premises upon which erected: six square feet.
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- C. **Public Notification Signs.** Applicants that request a Rezoning, Conditional Use Permit, BZA Permit or that request a Town Street(s) or Alleyway(s) shown on the Official 1890 Map of the Town of Mineral to be opened or closed, must pay an additional fee to the Town for the required placement of a town created Public Action Notice Sign.** The permitted action zoning consideration signage applies to all five Zoning Classifications. The public notice sign shall be placed on the applicable property by the owner/applicant within 24 hours after it is issued at a location clearly visible to the traveling public and it shall be maintained on said property until after the requested action has been reviewed, considered and acted upon.

**Mineral Town Council to discuss and determine fee.

§ 425-60. Issuance of permits and licenses.

All departments, officials and public employees of the Town of Mineral which are vested with the duty or authority to issue permits or licenses shall conform to the provisions of this chapter and shall issue no such permit or licenses for uses, buildings, or purposes where the same would be in conflict with the provisions of this chapter. Any such permit or license, if issued in conflict with the provisions of this chapter, shall be null and void.

CURRENT CODE

§ 425-60. Issuance of permits licenses and public notice signs.

Zoning Administrator or designed employee of the Town of Mineral which are vested with the duty or authority to issue permits, licenses or public notice signs shall conform to the provisions of this chapter and shall issue no such permit, licenses or public notice signs for uses, buildings, or purposes where the same would be in conflict with the provisions of this chapter. Any such permit, license or public notice sign if issued in conflict with the provisions of this chapter, shall be null and void.

RECOMMENDED CHANGES