



## MINERAL COUNCIL MEETING AGENDA

February 09, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

---

### A. CALL TO ORDER

### B. ROLL CALL

### C. PLEDGE OF ALLEGIANCE

### D. ADOPTION OF AGENDA

1. Motion to approve or amend the agenda as presented.

### E. PUBLIC COMMENT

### F. APPROVAL OF MINUTES

- [1.](#) Motion to approve or amend minutes as presented.

12.1.2025 minutes

12.15.2025 minutes

### 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.](#) Article IV Light Commercial District (LC)
- [2.](#) Article V General Commercial District (GC)

## **J. NEW BUSINESS**

- [1.](#) Establish dates for Budget & Zoning Workshops
- [2.](#) Discussion to advertise for Town Manager & Town Attorney
- [3.](#) Review Open Meeting Policy
4. Emergency Preparedness

## **K. EXECUTIVE SESSION (AS NEEDED)**

## **L. CALENDAR**

[Motion](#) to approve or amend 2026 Holiday Calendar as presented.

[Motion](#) to approve or amend the 2026 Mineral Town Council Meeting Dates.

## **M. EXECUTIVE SESSION (AS NEEDED)**

## **N. BACK IN SESSION**

## **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 SPECIAL MEETING MINUTES

December 01, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | [townofmineral.com](http://townofmineral.com)

---

### 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

The mayor stated that there was not an agenda other than to discuss questions she had about budget concerns. A vote was not taken.

### E. PUBLIC COMMENT

Thomas Runnett, 216 Albemarle Ave, thanked the Town Treasurer for helping clarify his water bill. He also questioned the budgeted cost for special events and who is paying the utility bills for the old town hall building.

### F. NEW BUSINESS

#### 1. Budget Discussion FY26

Discussed multiple budgeted line items.

The Vice Mayor called for a recess at 7:13pm.

The mayor put the meeting back in session at 7:20pm.

Councilman Hempstead made a motion to terminate the town attorney. Vice Mayor Kube stated it should be moved to the next meeting.

**G. COUNCIL COMMENTS**

No council comments.

**H. ADJOURN**

Motion made by Covert, Seconded by Spedden.

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, Robert Sproul, Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 p.m.

Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.



## MINERAL COUNCIL MEETING MINUTES

December 15, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

The 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/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**

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 was reviewed.

### **2. DMV Report**

The DMV Report was reviewed.

### **3. Town Manager Report**

The Town Manager presented her report.

## **I. OLD BUSINESS**

1. 623 Mineral Avenue Property

Paul S. Cameron, Jr presented information on the property at 623 Mineral Avenue.

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

Maggie Larson

Ryan Stowe

Motion made by Hempstead, Seconded by Kube.

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

Voting Abstaining: McGehee

**K. PUBLIC HEARING**

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

The mayor opened the public hearing.

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

a. 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.

b. 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.

c. Permitted Use by Conditional Use Permit - billiard parlors, pool rooms, bowling alleys and dance halls have been moved to be needing a conditional use permit. Specialty shop, adult entertainment and retail stores, etc., needs to be more specific.

Mayor closed public hearing



The mayor requested to see the original ordinances for comparison.

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

Mayor opened public hearing

No public comment

Mayor closed public hearing

3. Zoning Code 425 Article XI - Administration and Enforcement

Mayor opened public hearing

No public comment

The 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

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

**M. CALENDAR**

1. Town Hall Events

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

**N. BACK IN SESSION**

**O. 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

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.

DRAFT

TransCode - 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
ALL INSTALL	1/21/2026	Check	\$0.00	\$290.00	22461		AP Checks 22461 - 22468
ANTHEM	1/26/2026	CashDisb	\$4,017.00	\$0.00	0	02/01/2026-03/01/2026 INV 00	ANTHEM
BESLEY IMPEMENTS	1/12/2026	Check	\$0.00	\$354.84	22451		AP Checks 22451 - 22460
BLUE RIDGE BANK	1/26/2026	CashDisb	\$1,956.21	\$0.00	0	12.2025 CHARGE	BRB CC 12.2025 CHARGES
BLUE RIDGE BANK	1/8/2026	CashDisb	\$89.20	\$0.00	0	ACCOUNT ANALYSIS CHARGE	ACCOUNT ANALYSIS CHARGE
BLUE RIDGE BANK	1/30/2026	CashDisb	\$30.00	\$0.00	0	ACH ORIGINATOR FEE	ACH ORIGINATOR FEE
CENTRAL VIRGINIA CONT	1/12/2026	Check	\$0.00	\$1,728.00	22452		AP Checks 22451 - 22460
CIVICPLUS LLC	1/12/2026	Check	\$0.00	\$151.06	22453		AP Checks 22451 - 22460
CIVICPLUS LLC	1/21/2026	Check	\$0.00	\$9,523.25	22462		AP Checks 22461 - 22468
COMCAST BUSINESS	1/1/2026	CashDisb	\$912.94	\$0.00	0	INV 258078182	COMCAST 933727912
COMCAST BUSINESS	1/14/2026	CashDisb	\$882.07	\$0.00	0	001003119002	COMCAST ACCT 708879460
COMCAST BUSINESS	1/14/2026	Invalid	\$0.00	\$0.00	0	001003119002	Void-COMCAST ACCT 708879460
COMCAST BUSINESS	1/14/2026	CashDisb	\$995.79	\$0.00	0	001003119003	COMCAST 708879461
COMCAST BUSINESS	1/14/2026	CashDisb	\$912.94	\$0.00	0	001003119002	COMCAST ACCT 708879460
DOMINION ENERGY	1/26/2026	CashDisb	\$370.61	\$0.00	0	609 ST FRANCES PUMP	DOMINION 379697212
DOMINION ENERGY	1/22/2026	CashDisb	\$363.86	\$0.00	0	312 MINERAL AVE	DOMINION 1389918317
DOMINION ENERGY	1/22/2026	CashDisb	\$27.09	\$0.00	0	315 LOUISA AVE SHOP	DOMINION 3472023286
DOMINION ENERGY	1/22/2026	CashDisb	\$77.44	\$0.00	0	107 MINERAL AVE	DOMINION 4118184912
DOMINION ENERGY	1/22/2026	CashDisb	\$35.59	\$0.00	0	102 E 1ST ST OFFICE	DOMINION 6295484908
DOMINION ENERGY	1/22/2026	CashDisb	\$7.59	\$0.00	0	108 MINERAL AVE SHOP	DOMINION 8651974316
DOMINION ENERGY	1/27/2026	CashDisb	\$62.49	\$0.00	0	6TH ST WALTON PARK WELL #	DOMINION 4406132508
DUKE OIL	1/12/2026	Check	\$0.00	\$298.73	22454		AP Checks 22451 - 22460
HANNAH FINCHAM	1/12/2026	Check	\$0.00	\$206.40	22455		AP Checks 22451 - 22460
INTERNAL REVENUE SER	1/2/2026	CashDisb	\$1,898.48	\$0.00	0	122525-123125	Q1 2026 PAYROLL 941
INTERNAL REVENUE SER	1/9/2026	CashDisb	\$1,827.33	\$0.00	0	Q1 2026 010126-010726	PAYROLL 941
INTERNAL REVENUE SER	1/16/2026	CashDisb	\$8,141.17	\$0.00	0	Q1 2026 010826-011426	PAYROLL 941
INTERNAL REVENUE SER	1/23/2026	CashDisb	\$1,381.06	\$0.00	0	Q1 2026 011526-012126	PAYROLL 941
INTERNAL REVENUE SER	1/30/2026	CashDisb	\$1,531.35	\$0.00	0	Q1 2026 941 - 012226-012826	PAYROLL 941
LAKE ANNA SIGNS & PRI	1/21/2026	Check	\$0.00	\$133.00	22463		AP Checks 22461 - 22468
LOCKSMITH LINK	1/21/2026	Check	\$0.00	\$297.00	22464		AP Checks 22461 - 22468
LOUISA AUTO PARTS	1/21/2026	Check	\$0.00	\$189.99	22465		AP Checks 22461 - 22468

TransCode - 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
LOUISA COUNTY LANDFI	1/12/2026	Check	\$0.00	\$1,954.80	22456		AP Checks 22451 - 22460
LOUISA COUNTY WATER	1/12/2026	Check	\$0.00	\$17,947.31	22457		AP Checks 22451 - 22460
MAIN STREET SUPPLY	1/12/2026	Check	\$0.00	\$215.84	22458		AP Checks 22451 - 22460
PURCELL LUMBER	1/12/2026	Check	\$0.00	\$17.15	22459		AP Checks 22451 - 22460
PURE WATER VIRGINIA	1/21/2026	Check	\$0.00	\$180.00	22466		AP Checks 22461 - 22468
RAPPAHANNOCK ELECTRI	1/22/2026	CashDisb	\$515.97	\$0.00	0	SPRING RD WELL 4	RAPPAHANNOCK ACCT 268214003
RICOH USA INC	1/12/2026	CashDisb	\$2,280.16	\$0.00	0	109696238, 109623558	RICOH PAYMENT
TERESA NEWTON	1/21/2026	Check	\$0.00	\$88.29	22467		AP Checks 22461 - 22468
US DEPT OF AGRICULTUR	1/20/2026	CashDisb	\$1,466.00	\$0.00	0	BUILDING LOAN	USDA BUILDING LOAN
US DEPT OF AGRICULTUR	1/29/2026	CashDisb	\$4,509.00	\$0.00	0	USDA LOAN PAYMENT - WATE	USDA LOAN PAYMENT - WATER LOA
VA DEPT OF TAXATION	1/14/2026	CashDisb	\$1,272.00	\$0.00	0	VA STATE TAX PAYMENT 12.20	VA STATE TAXES
VERIZON	1/11/2026	CashDisb	\$587.38	\$0.00	0		VERIZON LANDLINE
VERIZON	1/11/2026	CashDisb	\$587.38	\$0.00	0		VERIZON LANDLINE
VERIZON	1/11/2026	Invalid	\$0.00	\$0.00	0		Void-VERIZON LANDLINE
VERIZON	1/22/2026	CashDisb	\$77.48	\$0.00	0	ACCT 742630415	VERIZON CELL & TABLET
VIRGINIA EMPLOYMENT	1/30/2026	CashDisb	\$132.90	\$0.00	0	Q4 2025	UNEMPLOYMENT WAGES
VIRGINIA RETIREMENT S	1/6/2026	CashDisb	\$2,092.83	\$0.00	0	RETIREMENT/LIFE INS/DISAB	VRS 12.2025
VOYA FINANCIAL	1/6/2026	CashDisb	\$747.49	\$0.00	0	12.2025 CONTRIBUTIONS	VOYA FINANCIAL 401
VOYA FINANCIAL	1/6/2026	CashDisb	\$490.35	\$0.00	0	12.2025 457 CONTRIBUTIONS	VOYA FINANCIAL 457
VUPS	1/12/2026	Check	\$0.00	\$22.80	22460		AP Checks 22451 - 22460
WARREN MARTIN	1/21/2026	Check	\$0.00	\$500.00	22468		AP Checks 22461 - 22468
			\$40,279.15	\$34,098.46			



Town of  
**MINERAL**  
VIRGINIA

**Town Council Meeting**  
**February 2026**

Section H, Item 2.

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: February 2026

Report Prepared By: Kendra Ellis

- January 2026 monthly revenue totals:
  - Total monthly revenue: \$542,336.62
  - Town *estimated* monthly revenue: \$26,735.66

Monthly Revenue		
Month	Monthly Total	Estimated Town Revenue
December 2025	\$502,359.15	\$24,764.89

- A new DMV Select contract was sent to the new DMV Select Agent Pamela Harlowe, signed, dated and returned on January 15, 2026. The Select HQ Team/Compliance Audit Team visited our office on Thursday, January 22, 2026 to perform an inventory audit as a result of the change to the DMV Select Agent (Town Manager).
- Inclement weather days were as follows:
  - Office Closed: Monday, January 26, 2026 and Tuesday, January 27, 2026.
  - Delayed Opening: Wednesday, January 28, 2026 @ 11am, Thursday, January 29, 2026 @ 10am and Friday, January 30, 2026 @ 10am.

*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**  
**February 2026**

Section H, Item 2.

- Special THANK YOU to the Mineral DMV Select Team for making every effort to be present and working diligently in the office assisting customers and title vendors with title and registration work during the inclement weather days when our office opened on a delayed schedule.
- On behalf of The Mineral DMV Select Team we would like to thank Rebecca McGehee and Dr. Michelle Covert for showing their appreciation to staff with pizza and goodies on January 22, 2026. THANK YOU!!!

*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

January 31, 2026

## Treasurer's Notes:

### Budget Analysis Report:

- All revenues and expenditures for the month of January 2026 are accurately reflected in this report
- We are seven months into our fiscal year (58.3%)
  - General fund revenue is 40% - we will see a large increase in tax revenues in February
  - Total general fund expenses are 51%
  - Water fund revenue is 77%
  - Total water fund expenses are 67%
  - Total fund revenue YTD is \$727,458.90 (49%)
  - Total fund expenses YTD is \$837,314.83 (58%)

### Monthly Water Consumption:

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

Respectfully submitted,

Kelly Singletary, Treasurer

## TOWN OF MINERAL

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

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	\$85.00	\$0.00	(\$215.00)	28
100-011000-0005 FOIA REVENUE	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
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	\$88.00	\$0.00	\$88.00	0
100-011010-2025 2025 REAL ESTATE TAX	\$125,000.00	\$125,000.00	\$0.00	\$29,728.00	\$13,174.40	(\$95,272.00)	24
100-011020-0001 CURRENT YEARS PUBLI	\$8,500.00	\$8,500.00	\$0.00	\$5,431.26	\$3,645.89	(\$3,068.74)	64
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	(\$4.18)	\$0.00	(\$4.18)	0
100-011030-2025 2025 PERS PROP TAX R	\$25,000.00	\$25,000.00	\$0.00	\$8,064.30	\$2,751.54	(\$16,935.70)	32
100-011060-0001 TAX PENALTY REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$9.60	\$0.00	(\$990.40)	1
100-011060-0002 TAX INTEREST REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$9.60	\$0.00	(\$990.40)	1
100-011060-0003 TAX PENALTY PERS PR	\$500.00	\$500.00	\$0.00	\$43.36	\$7.34	(\$456.64)	9
100-011060-0004 TAX INTEREST PERS PR	\$100.00	\$100.00	\$0.00	\$270.73	\$3.66	\$170.73	271
100-015100-0001 INTEREST EARNED-LGI	\$20,000.00	\$20,000.00	\$0.00	\$9,978.31	\$1,332.84	(\$10,021.69)	50
100-016099-0003 TRASH REVENUE	\$1,100.00	\$1,100.00	\$0.00	\$1,237.60	\$182.50	\$137.60	113
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	\$31,488.63	\$4,137.19	(\$8,511.37)	79
100-120201-0001 CONSUMER UTILITY TA	\$1,100.00	\$1,100.00	\$0.00	\$360.46	\$45.06	(\$739.54)	33
100-120301-0001 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$5,380.18	\$4,879.59	(\$24,619.82)	18
100-120501-0001 VEHICLE LICENSE FEES	\$7,000.00	\$7,000.00	\$0.00	\$2,690.35	\$1,200.00	(\$4,309.65)	38
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	\$975.15	\$0.00	(\$1,024.85)	49
100-121101-0001 MEALS TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$60,611.14	\$5,855.36	(\$29,388.86)	67
100-130306-0001 ZONING PERMITS/FEE	\$1,500.00	\$1,500.00	\$0.00	\$1,200.00	\$0.00	(\$300.00)	80
100-150361-0001 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$195,819.44	\$26,837.43	(\$304,180.56)	39
100-189000-0900 MISCELLANEOUS REVE	\$1,000.00	\$1,000.00	\$0.00	\$1,316.82	\$0.00	\$316.82	132
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	\$667.34	\$92.72	(\$532.66)	56
100-220112-0001 CAR RENTAL DISTRIBU	\$6,000.00	\$6,000.00	\$0.00	\$4,706.08	\$447.51	(\$1,293.92)	78
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>\$382,263.32</b>	<b>\$64,593.03</b>	<b>(\$551,636.68)</b>	<b>41</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	\$18,925.24	\$28,535.46	70
100-012110-2100 FICA	\$7,668.00	\$7,668.00	\$0.00	\$4,746.26	\$1,419.38	\$2,921.74	62
100-012110-2210 VRS	\$1,663.00	\$1,663.00	\$0.00	\$2,716.73	\$254.41	(\$1,053.73)	163
100-012110-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$425.46	\$189.25	(\$425.46)	0
100-012110-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$1,063.71	\$473.12	(\$1,063.71)	0
100-012110-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$7,723.92	\$1,125.80	\$5,786.08	57
100-012110-2400 GROUP LIFE INSURANC	\$1,300.00	\$1,300.00	\$0.00	\$646.02	\$92.92	\$653.98	50
100-012110-2500 DISABILITY INSURANC	\$808.00	\$808.00	\$0.00	\$405.18	\$58.28	\$402.82	50
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	\$4,000.00	\$500.00	\$3,200.00	56
100-012110-3500 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$96.74	\$96.74	(\$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	\$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	\$88.29	\$2,277.12	43
100-012110-5810 MEMBERSHIP DUES	\$2,500.00	\$2,500.00	\$0.00	\$1,875.00	\$0.00	\$625.00	16



## TOWN OF MINERAL

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

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
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	\$634.28	\$88.83	\$865.72	42
012110-100-COUNCIL AND MANAGER OF	\$193,899.00	\$193,899.00	\$0.00	\$119,428.88	\$23,312.26	\$74,470.12	62
012410-100-CLERK/TREASURER							
- . . . . .							
100-012410-1101 WAGES/SALARIES	\$113,946.00	\$113,946.00	\$0.00	\$52,341.00	\$10,565.00	\$61,605.00	46
100-012410-2100 FICA	\$8,717.00	\$8,717.00	\$0.00	\$3,893.81	\$746.90	\$4,823.19	45
100-012410-2210 VRS	\$1,915.00	\$1,915.00	\$0.00	\$1,887.34	\$195.82	\$27.66	99
100-012410-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$326.34	\$105.65	(\$326.34)	0
100-012410-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$500.94	\$139.15	(\$500.94)	0
100-012410-2300 HEALTH PLAN	\$21,620.00	\$21,620.00	\$0.00	\$2,814.15	\$938.05	\$18,805.85	13
100-012410-2400 GROUP LIFE INSURANC	\$1,527.00	\$1,527.00	\$0.00	\$604.75	\$108.05	\$922.25	40
100-012410-2500 DISABILITY INSURANC	\$969.00	\$969.00	\$0.00	\$379.26	\$67.76	\$589.74	39
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	\$22,160.19	\$10,745.48	\$12,839.81	63
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	\$4,719.33	\$1,634.17	\$280.67	94
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	\$700.73	\$119.20	(\$300.73)	175
100-012410-5210 POSTAGE	\$1,000.00	\$1,000.00	\$0.00	\$491.82	\$78.00	\$508.18	49
100-012410-5230 TELECOMMUNICATION	\$7,000.00	\$7,000.00	\$0.00	\$5,476.54	\$963.10	\$1,523.46	78
100-012410-5240 INTERNET EXPENSE	\$24,000.00	\$24,000.00	\$0.00	\$19,192.46	\$2,821.67	\$4,807.54	80
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	\$3,264.08	\$266.88	\$8,735.92	27
100-012410-6001 OFFICE SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$2,742.51	\$200.99	\$7,257.49	27
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	\$123,852.14	\$29,695.87	\$147,541.86	46
031100-100-DMV							
- . . . . .							
100-031100-1101 WAGES/SALARIES	\$147,414.00	\$147,414.00	\$0.00	\$86,003.74	\$13,927.22	\$61,410.26	58
100-031100-1200 WAGES/SALARIES PT	\$30,529.00	\$30,529.00	\$0.00	\$17,985.90	\$3,124.77	\$12,543.10	59
100-031100-2100 FICA EXPENSE	\$13,613.00	\$13,613.00	\$0.00	\$7,955.20	\$1,304.49	\$5,657.80	58
100-031100-2210 VRS EXPENSE	\$3,324.00	\$3,324.00	\$0.00	\$1,252.82	\$120.82	\$2,071.18	38
100-031100-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$434.26	\$123.11	(\$434.26)	0
100-031100-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$145.64	\$76.10	(\$145.64)	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	\$1,158.80	\$168.06	\$1,572.20	42
100-031100-2500 DISABILITY INSURANC	\$1,732.00	\$1,732.00	\$0.00	\$535.14	\$77.10	\$1,196.86	31
100-031100-3500 COPIER EXPENSE	\$2,500.00	\$2,500.00	\$0.00	\$1,644.77	\$510.22	\$855.23	66
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	\$165.24	\$0.00	\$134.76	55
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	\$117,411.51	\$19,431.89	\$133,824.49	47
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
043100-100-PUBLIC WORKS							
- . . . . .							

## TOWN OF MINERAL

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

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-043100-1200 WAGES/SALARIES PT	\$53,014.00	\$53,014.00	\$0.00	\$32,312.45	\$5,057.20	\$20,701.55	61
100-043100-2100 FICA	\$4,056.00	\$4,056.00	\$0.00	\$2,472.18	\$386.92	\$1,583.82	61
100-043100-2210 VRS	\$400.00	\$400.00	\$0.00	\$385.65	\$36.12	\$14.35	96
100-043100-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$162.54	\$45.15	(\$162.54)	0
100-043100-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$18.04	\$18.04	(\$18.04)	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	\$320.84	\$46.15	\$279.16	53
100-043100-2500 DISABILITY INSURANC	\$300.00	\$300.00	\$0.00	\$201.20	\$28.94	\$98.80	67
100-043100-3311 VEHICLE/EQUIPMENT	\$1,000.00	\$1,000.00	\$0.00	\$1,401.93	\$354.84	(\$401.93)	140
100-043100-5110 ELECTRICITY	\$15,000.00	\$15,000.00	\$0.00	\$6,325.24	\$7.59	\$8,674.76	42
100-043100-6007 REPAIRS/MAINTENANC	\$5,000.00	\$5,000.00	\$0.00	\$1,771.77	\$189.99	\$3,228.23	35
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	\$6,974.18	\$1,954.80	\$3,525.82	66
043100-100-PUBLIC WORKS	\$106,380.00	\$106,380.00	\$0.00	\$52,594.21	\$8,125.74	\$53,785.79	49
045100-100-TOWN HALL/TOWN GARAGE EXPENSES							
-							
100-045100-0002 DEBT SVC USDA BLDG	\$15,891.00	\$15,891.00	\$0.00	\$10,262.00	\$1,466.00	\$5,629.00	65
100-045100-1102 CONTRACTED SERVICE	\$3,600.00	\$3,600.00	\$0.00	\$1,200.00	\$0.00	\$2,400.00	33
100-045100-5110 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$4,646.17	\$426.54	\$3,353.83	58
100-045100-5120 UTILITIES - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$3,028.76	\$298.73	\$971.24	76
100-045100-6005 JANITORIAL SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$636.24	\$0.00	\$2,363.76	21
100-045100-6007 REPAIR/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$3,255.30	\$711.68	(\$2,255.30)	326
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	\$23,028.47	\$2,902.95	\$22,462.53	51
047100-100-REFUSE COLLECTION							
-							
100-047100-3310 STREET SWEEPING	\$1,000.00	\$1,000.00	\$0.00	\$589.00	\$0.00	\$411.00	59
100-047100-3322 COMM DUMPSTER/TRA	\$40,000.00	\$40,000.00	\$0.00	\$25,958.97	\$0.00	\$14,041.03	65
100-047100-5714 VA LITTER CONTROL G	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
047100-100-REFUSE COLLECTION	\$43,000.00	\$43,000.00	\$0.00	\$26,547.97	\$0.00	\$16,452.03	62
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
100-050100-8102 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							
-							
100-051100-5840 MISCELLANEOUS EXPE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
051100-100-BEAUTIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
Reporting Fund: 100-GENERAL FUND							
FundRevTot	\$933,900.00	\$933,900.00	\$0.00	\$382,263.32	\$64,593.03	(\$551,636.68)	41
FundExpTot	\$933,900.00	\$933,900.00	\$0.00	\$478,037.88	\$83,468.71	\$455,862.12	51
Reporting Fund: 200-CEMETERY							
0000-200-Revs							
-							
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
200-020000-0004 CEMETERY INT-LGIP OP	\$9,000.00	\$9,000.00	\$0.00	\$838.97	\$0.00	(\$8,161.03)	

## TOWN OF MINERAL

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

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
200-020000-0005 CEMETERY INT-LGIP PE	\$9,700.00	\$9,700.00	\$0.00	\$0.00	\$0.00	(\$9,700.00)	0
0000-200-Revs	\$42,700.00	\$42,700.00	\$0.00	\$838.97	\$0.00	(\$41,861.03)	2
Reporting Fund: 200-CEMETERY							
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							
0000-500-Revs							
-							
500-016099-0002 SEWER REVENUE	\$110,000.00	\$110,000.00	\$0.00	\$86,814.04	\$11,860.92	(\$23,185.96)	79
500-016099-0003 WATER REVENUE	\$240,000.00	\$240,000.00	\$0.00	\$143,663.35	\$19,369.29	(\$96,336.65)	60
500-016099-0004 PROCESSING FEE	\$1,400.00	\$1,400.00	\$0.00	\$1,600.00	\$100.00	\$200.00	114
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	\$3,115.00	\$490.00	\$1,115.00	156
500-016099-0012 WATER AND SEWER DE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0
0000-500-Revs	\$435,350.00	\$435,350.00	\$0.00	\$333,562.39	\$31,820.21	(\$101,787.61)	77
500100-500-WATER & SEWER OPERATIONS							
-							
500-500100-0002 DEBT SEVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$31,563.00	\$4,509.00	\$22,545.00	58
500-500100-1102 CONTRACTED SERVICE	\$90,000.00	\$90,000.00	\$0.00	\$52,202.07	\$1,728.00	\$37,797.93	58
500-500100-1200 WAGES AND SALARIES	\$12,698.00	\$12,698.00	\$0.00	\$8,354.10	\$1,571.07	\$4,343.90	66
500-500100-2100 FICA	\$971.00	\$971.00	\$0.00	\$639.05	\$120.18	\$331.95	66
500-500100-2921 WATER AND SEWER DE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
500-500100-3140 ENGINEERING/PROFESS	\$30,000.00	\$30,000.00	\$0.00	\$9,033.20	\$0.00	\$20,966.80	30
500-500100-3500 PRINTING COSTS	\$0.00	\$0.00	\$0.00	\$292.54	\$35.20	(\$292.54)	0
500-500100-5110 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$3,339.24	\$1,026.51	\$1,660.76	67
500-500100-5210 MAILING COSTS	\$2,000.00	\$2,000.00	\$0.00	\$1,580.31	\$292.50	\$419.69	79
500-500100-5540 EDUCATION/TRAINING/	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
500-500100-5810 FEES AND DUES - LCWA	\$12,600.00	\$12,600.00	\$0.00	\$1,483.00	\$0.00	\$11,117.00	12
500-500100-5899 MISS UTILITY COSTS	\$300.00	\$300.00	\$0.00	\$171.58	\$22.80	\$128.42	57
500-500100-6007 REPAIRS/MAINTENANC	\$1,000.00	\$1,000.00	\$0.00	\$2,257.54	\$0.00	(\$1,257.54)	226
500-500100-6009 EQUIPMENT/SUPPLIES	\$4,000.00	\$4,000.00	\$0.00	\$4,717.90	\$84.74	(\$717.90)	118
500-500100-6022 WATER TESTING	\$6,000.00	\$6,000.00	\$0.00	\$1,940.09	\$500.00	\$4,059.91	32
500-500100-6023 COUNTY WASTEWATER	\$110,000.00	\$110,000.00	\$0.00	\$69,220.81	\$9,664.51	\$40,779.19	63
500-500100-6024 COUNTY WATER PURCH	\$97,173.00	\$97,173.00	\$0.00	\$103,811.65	\$8,282.80	(\$6,638.65)	107
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
500100-500-WATER & SEWER OPERATIO	\$435,350.00	\$435,350.00	\$0.00	\$290,905.79	\$27,837.31	\$144,444.21	67
Reporting Fund: 500-WATER & SEWER FUND							
FundRevTot	\$435,350.00	\$435,350.00	\$0.00	\$333,562.39	\$31,820.21	(\$101,787.61)	77
FundExpTot	\$435,350.00	\$435,350.00	\$0.00	\$290,905.79	\$27,837.31	\$144,444.21	67
Reporting Fund: 600-CIP							
0000-600-Revs							
-							
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							
-							
600-600100-8600 GENERAL EXPENSES -	\$25,000.00	\$25,000.00	\$0.00	\$9,691.53	\$0.00	\$15,308.47	
600-600100-8650 VDH DRINKING WATER	\$45,000.00	\$45,000.00	\$0.00	\$58,679.63	\$0.00	(\$13,679.63)	19

Budget Analysis - Revenue & Expenses

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
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	\$734,674.68	\$96,413.24	(\$747,275.32)	50
	TotalExp	\$1,439,250.00	\$1,439,250.00	\$0.00	\$837,314.83	\$111,306.02	\$601,935.17	58

## 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
1.21.2025-2.21.2025	2,421,000	1,698,303	29.9%	\$ 22,400.25	\$ 23,475.67
2.21.2025-3.20.2025	1,748,100	1,335,016	23.6%	\$ 16,212.93	\$ 19,860.24
3.21.2025-4.21.2025	1,939,800	1,367,352	29.5%	\$ 17,992.15	\$ 19,875.71
4.21.2025-5.20.2025	1,922,400	1,664,830	13.4%	\$ 17,825.20	\$ 22,301.59
5.20.2025-6.20.2025	2,033,500	1,623,740	20.2%	\$ 18,852.88	\$ 22,858.14
6.20.2025-7.21.2025	1,919,700	1,431,971	25.4%	\$ 18,646.29	\$ 20,371.69
7.21.2025-8.20.2025	1,873,200	1,570,349	16.2%	\$ 18,236.61	\$ 21,847.64
8.20.2025-9.22.2025	1,913,200	1,533,077	19.9%	\$ 18,577.17	\$ 21,376.99
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
<b>TOTALS</b>	20,342,500	17,679,779		\$ 193,448.23	\$ 252,259.07

## 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
1.31.2025-2.28.2025	1,709,162	829,001	51.5%	\$ 23,404.43	\$ 14,776.03
2.28.2025-3.31.2025	901,437	571,917	36.6%	\$ 12,346.67	\$ 11,385.44
3.31.2025-4.30.2025	970,024	712,254	26.6%	\$ 13,285.63	\$ 11,538.94
4.30.2025-5.30.2025	1,032,606	693,358	32.9%	\$ 14,142.38	\$ 11,780.50
5.30.2025-6.30.2025	729,750	682,971	6.4%	\$ 9,996.28	\$ 12,936.18
6.30.2025-7.31.2025	866,850	650,223	25.0%	\$ 12,462.63	\$ 12,245.42
7.31.2025-8.31.2025	747,900	769,187	-2.8%	\$ 10,747.32	\$ 13,849.51
8.31.2025-9.30.2025	590,250	730,350	-23.7%	\$ 8,481.89	\$ 13,088.74
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
<b>TOTALS</b>	10,151,263	8,138,950		\$ 142,294.43	\$ 150,499.76



# Town of Mineral

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

## Summary of Bank Balances As of 1.31.2026

Blue Ridge Bank Operating Account	\$165,549.83
Blue Ridge Bank/Spring Grove Operating Account	\$ 83,312.16
LGIP Town of Mineral Investment Account	\$411,484.73
LGIP Spring Grove Cemetery Perpetual Account	\$249,617.37
LGIP Spring Grove Cemetery Operating Account	\$229,519.34

## ***ARTICLE IV Light Commercial District (LC)***

### **§ 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]

### **§ 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. All purposes permitted in the aforementioned residential districts, provided that multifamily dwellings and apartments must be authorized by a conditional use permit under 425-57 of this chapter. (Amended 3-10-2008 by Ord No 2008-1)
- B. 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 laundromats.
  - 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, 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.
- C. 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]

#### **§ 425-25. Setback regulations.**

- A. Minimum of 15 feet on undeveloped streets. The setback shall blend with existing setbacks on developed streets.
- B. The minimum side yard setback to a residential dwelling and/or district shall not be less than 20 feet.
- C. Rear setback: Minimum of 8 feet from property line.

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

#### **§ 425-26. Off-street parking.**

See § 425-53.

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

#### **§ 425-27. Height regulations.**

No building or structure shall be erected to a height in excess of 60 feet above grade without recommendation of the Planning Commission and approval of the Town Council after the required public hearing(s).

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

#### **§ 425-28. Signs.**

Refer to Article X.

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

## ***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.

[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 **laundromats**.
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, **laundromats**, and dry-cleaning shops, **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.

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]



## FY 2027 TENTATIVE BUDGET CALENDAR

The Calendar for development of the FY 2027 budget is provided below. The Fiscal year begins July 1, 2026, and ends June 30, 2027.

<b>March 10, 2026</b>	Budget Kickoff for departmental staff. This includes policy, line item direction, and fiscal parameters for developing requests.
<b>March 20, 2026</b>	Departments submit budgets to Town Manager for review.
<b>March 30, 2026</b>	Town Manager develops budget recommendations.
<b>April 13, 2026</b>	Town Manager FY proposed budget is submitted to Council.
<b>April 14, 2026 – May 8, 2026</b>	Town Council holds a budget work session with Town staff.
<b>May 11, 2026</b>	Council holds a public hearing on the proposed FY26 budget.
<b>May 18, 2026</b>	Town Council adopts FY26 budget resolution, appropriations, and fees.
<b>July 1, 2026</b>	FY27 begins.

## TOWN MANAGER

FLSA Status: Exempt

### **GENERAL DEFINITION OF WORK:**

Performs complex professional and administrative work directing programs and operations of the town government; does related work as required. Work is performed under general supervision. Supervision is exercised over appropriate town staff.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Planning, directing and coordinating the overall operation of the town government; serving as chief administrative and operating officer; ensuring proper operations, staffing and budgeting; advising and assisting the Town Council on operations and governance.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- ▶ Serves as chief administrative officer of the Town.
- ▶ Serves as zoning administrator of the Town.
- ▶ Serves as Virginia Retirement Administrator (VRS) of Town.
- ▶ Prepares and presents the annual budget to Council.
- ▶ Administers approved operating budget.
- ▶ Meets and confers with department heads concerning issues affecting the Town.
- ▶ Develops and reviews research position papers and memoranda and makes recommendations to the Council concerning the overall management of the Town.
- ▶ Identifies needs and develops strategies to meet short and long-range goals affecting the Town.
- ▶ Attends and participates in Town Council meetings and numerous other committee or council meetings and public hearings, advising and providing necessary information.
- ▶ Reviews and prepares written reports and recommendations for the Town Council.
- ▶ Supports the work functions of all committees, boards and task forces appointed by the Mayor / Town Council.
- ▶ Makes recommendations on various Town matters for consideration and possible action by the Council.
- ▶ Carries out all policies and instructions in a manner consistent with Federal, State and local regulations.
- ▶ Executes and enforces all resolutions, State laws and orders under the jurisdiction of the Council.
- ▶ Oversees Town personnel and financial management functions.
- ▶ Represents the Council at meetings and conferences as directed.
- ▶ Performs liaison activities to other local, State and Federal agencies and organizations.
- ▶ Receives and answers or responds to telephone complaints or inquiries.
- ▶ Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a town government; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with department heads, Mayor, Town Council and the general public; ability to plan and direct the work of the Town workforce.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration and extensive experience in an administrative capacity in local government.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

## Town Attorney

### **Nature of Work:**

The Town Attorney is appointed directly by the Mineral Town Council and serves as the chief legal advisor to the Town. This role is responsible for providing comprehensive legal services to the Town Council, Town Manager and various Town boards and commissions. The position requires an experienced legal professional with a strong background in municipal law, litigation and public sector governance. The Town Attorney must demonstrate sound legal judgment, integrity, and a proactive approach to managing the Town's legal affairs.

### **About the Role:**

The Town Charter establishes the position of Town Attorney. The Town Attorney is appointed by and serves at the pleasure of the Town Council and is responsible to Council for the administration and effective operation of all governmental functions under the Council's authority. The position is on an as needed basis. The authority and responsibilities of the Town Attorney are established by the Town Charter, Town Code and by action of the Town Council.

### **Authority and Responsibilities:**

- ❖ Act as legal advisor to the Town Council, the Town Manager, boards, commissions and agencies of the Town; provide interpretations of codes, ordinances, statutes, regulations, and legal and legislative proceedings; furnish written opinions on questions of law when requested.
- ❖ Prepare ordinances, deeds, contracts, agreements, leases, franchises, releases and other legal documents on behalf of the Town.
- ❖ Review and advise or assist in the negotiation of contracts, leases, bonds and bids.
- ❖ Assist in personnel matters, including policy development, training and interpretation; participate in grievance procedures when appropriate
- ❖ Institute, prosecute and participate in legal proceedings necessary to protect the interest of the Town.
- ❖ Manage any potential, threatened, or actual litigation, representing the Town as counsel or engaging and coordinating with outside counsel when appropriate.
- ❖ Defend Town employees in actions brought against them for conduct while in the line of duty.
- ❖ Oversee and manage Town real estate matters, including the preparation of leases, contracts, title research, and the sale of tax delinquent property.

- ❖ Build effective internal and external working relationships, work in partnership with the Town Manager and collaborate as needed with the Constitutional Officers.
- ❖ Prepare and present training to Town staff, Town Council, and members of boards and commissions on the Freedom of Information Act (FOIA), the Conflict of Interest Act (COI), and the Records Retention Act.
- ❖ Assist with responses to FOIA requests.
- ❖ Monitor legislation proposed in the Virginia General Assembly, advise Town Council and the Town Manager of potential impacts, and assist Town Council in developing a position on proposed legislation.
- ❖ Attend Town Council meetings in person or virtually.
- ❖ Appoint and remove employees as shall be authorized by the Town Council.

**Qualifications, Education and Experience:**

- ❖ Juris Doctor in law from an American Bar Association approved law school.
- ❖ At least five (5) years of experience in the practice of law, including experience as counsel to a local government in Virginia
- ❖ Knowledge of the statutory requirements of local government in the Commonwealth, including the Freedom of Information Act (FOIA) and the Conflict of Interests Act (COI); an understanding of the Dillon Rule and other unique attributes of Virginia's local governments.
- ❖ A demonstrated commitment to ongoing professional development through membership in the Local Government Attorneys of Virginia, Inc. (LGA) and participation in conferences, seminars, and CLE training events.

**Desired Characteristics and Performance Expectations:**

- ❖ Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with members of the Town Council, the Town Manager, Town employees and the public.
- ❖ Maintain regular and equal communications with the Town Council; ensure accessibility and approachability; keep the Council informed of legal matters and respond promptly to inquiries.
- ❖ Exercise sound independent judgment and render candid advice; refer not only to the law but to other considerations such as moral, economic, social, and political factors that may be relevant to the situation.
- ❖ Act as a facilitator; assist Town Council and the Town Manager to develop creative solutions that reduce potential risks to an acceptable level and help them to achieve their goals; if the law does not allow certain courses of action, suggest possible alternative solutions.



- ❖ Provide well-researched, succinct, prudent, and clear advice to facilitate timely decision making by the Town Council.
- ❖ Understand that decision making responsibility and authority rests with the Town Council as a whole body; fully advise Council of the potential legal consequences of a decision and respect and support the final decision.
- ❖ Demonstrate collaboration and cooperation, proactively build partnerships with the Town Manager and the Town Council; participate in Town meetings.
- ❖ Not easily intimidated, yet tactful; able to diffuse tense situations and seek common ground when different perspectives create friction.
- ❖ Demonstrate a commitment to open and transparent government; support and protect the Town's reputation.

**Physical Demands:**

- ❖ Ability to sit, stand and move around for extended periods.
- ❖ Manual dexterity and visual acuity to operate a computer and other office equipment.
- ❖ Ability to communicate effectively both orally and in writing.
- ❖ Occasional lifting of materials or equipment up to 25 pounds may be required.

**Work Environment:**

The work environment is primarily indoors with an office setting. Occasional travel within the Town or to external meetings may be required. The atmosphere is professional and collaborative, with frequent interactions with Town Officials, staff, and external partners.

**Note:**

This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position. It does not constitute an employment agreement and is subject to change as the needs of the Town and requirements of the role evolve.



TOWN OF MINERAL  
POLICIES MANUAL  
FOIA – OPEN MEETINGS

**POLICY NO.: 1.2**

**EFFECTIVE: 11/25/24**

---

**OVERVIEW:**

This Council-approved policy will provide guidance and consistency relating to meetings of the Town's public bodies. This policy does not supplant the requirements found in the Virginia Code.

**BACKGROUND:**

The Virginia Freedom of Information Act (FOIA), located in § 2.2-3700, *et seq.*, of the Code of Virginia, ensures the people of the Commonwealth free entry to meetings of public bodies wherein the business of the people is being conducted. All meetings shall be presumed open, unless an exemption is properly invoked.

A meeting or meetings are defined as: the meetings, including work sessions, when sitting physically, or through electronic communication means, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. For purposes of this definition of "meeting" only, the term "public business" means any activity a public body has undertaken or proposes to undertake on behalf of the people it represents.

The provisions of FOIA are liberally construed to promote an increased awareness by all persons of governmental activities. Any exemption allowing closed meetings must be interpreted narrowly.

**NOTICE:**

The Clerk shall, at least three working days prior, give notice of the date, time, location and remote location (if applicable) of any meeting by:

1. Posting notice on the Town website.
2. Placing notice on the Town municipal building front door and conference room door, each a prominent public location at which notices are regularly posted.
3. Placing notice at the office of the Town Clerk.

The Clerk shall give reasonable notice, under the circumstances, of special, emergency, or continued meetings, contemporaneously with the notice provided to the members of the Town body conducting the meeting.

**MEETINGS:**

Copies of the agenda, agenda packets, and meeting materials shall be made available for public inspection at the meeting, unless exempt under FOIA.

Any person may photograph, film, record or otherwise reproduce any portion of a meeting that is required to be open.

Members may participate remotely in accordance with the Town's remote participation policy.

Town bodies shall only go into closed session as allowed by Va. Code § 2.2-3711. The Clerk shall read the motion to go into closed session and shall record the vote by the public body. The motion shall contain the subject matter, purpose of the meeting, and cite the applicable exemptions.

The Clerk shall read the motion to reconvene in open session and the public body shall cast a vote to certify the closed session.

**REMOTE PARTICIPATION POLICY:**

The Town of Mineral shall, at least once annually, adopt a policy regarding remote participation, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:

1. Describe the circumstances under which remote participation will be allowed and the process the public body will use for making requests to use remote

participation, approving or denying such requests, and creating a record of such requests; and

2. Fix the number of times remote participation for personal matters can be used per calendar year.

It shall be the Town's policy that members of Council may use remote participation instead of attending a public meeting in person if they provide notice, as soon as possible to the Mayor, Town Manager, and Town Clerk that they will need to attend a meeting remotely. The notice must provide a reason for needing to attend a meeting virtually and the reason must comply with Va. Code § 2.2-3708.3(B). The notice must be received no later than 2 PM on the day of the meeting to allow Town staff time to process the request.

Requests to attend a meeting virtually can be approved by the Mayor, Town Manager, or the Town Clerk.

Members may only participate three times per calendar year for personal matters.

#### **MINUTES:**

Minutes shall be taken at all meetings. The minutes shall include the date, time and location of the meeting, what members of the body are present or absent, summary of discussions, and record of any vote taken.

Minutes shall state the reason for any remote participation.

The Clerk shall post on the Town website the approved minutes within seven working days of their approval.

**\*TOWN COUNCIL AUTHORIZES THE TOWN ATTORNEY AND THE DESIGNATED FOIA OFFICER TO MAKE AND DISSEMINATE PERIODIC CHANGES TO THIS POLICY AS MAY BE REQUESTED OR REQUIRED BY LAW.\***



# 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 3 .....	Election 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

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

## 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