



MINERAL COUNCIL MEETING AGENDA

December 08, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

E. PUBLIC COMMENT

F. APPROVAL OF MINUTES

- [1.](#) Approval of November 18, 2025 Minutes

G. ACCOUNTS PAID

- [1.](#) Accounts Paid

H. REPORTS

- [1.](#) Treasurer Report
- [2.](#) DMV Report
- [3.](#) Town Manager Report

I. OLD BUSINESS

- [1.](#) 623 Mineral Avenue Property
- [2.](#) Confirm proposed committee appointments

J. NEW BUSINESS

- [1.](#) Review candidate applications for Planning Commission vacancies

K. PUBLIC HEARING

- [2.](#) Chapter 425. Zoning Article V. General Commercial District (GC)
- [3.](#) Chapter 425. Zoning ARTICLE VI. Planned Unit Development District (PUD)
- [4.](#) Zoning Code 425 Article XI - Administration and Enforcement

L. EXECUTIVE SESSION (AS NEEDED)

M. CALENDAR

[Town](#) Hall Events

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, 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

November 18, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

Mayor Harlowe called meeting to order at 6:30pm

B. ROLL CALL

PRESENT

Pamela Harlowe

Michelle Covert

Bernice Kube

Afton Von Tye

Rebecca McGehee

David Hempstead

Bob Spedden

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

Mayor Harlowe proposed to amend the agenda as follows:

J. New Business

add Organizational Meeting

add Historical Foundation

Motion to approve the amended agenda by Bernice Kube

Seconded David Hempstead

Yea

Afton Von Tye

David Hempstead

Bernice Kube

Bob Spedden

Nay

Rebecca McGehee

Michelle Covert

F. PUBLIC COMMENT

Paul S. Cameron, Jr

9376 Fredericks Hall Road, Mineral, VA 23117

Spoke about ongoing issue with house on Mineral Ave

Mayor Harlowe asked for a motion to cancel the attorney on the issue of the Cameron house since the homeowner is willing to cooperate with the council except for tree removal.

Motioned David Hempstead

Seconded Afton Von Tye

Yea

Bernice Kube

Bob Spedden

David Hempstead

Afton Von Tye

Nay

Michelle Covert

Abstain

Rebecca McGehee

G. APPROVAL OF MINUTES

1. Approval or Amendments of 9.8.2025

Bernice Kube asked to correct spelling of town on page 4 of the minutes dated 9.8.2024

Mayor Harlowe asked for a motion to approve the minutes

Motioned Bernice Kube

Seconded Michelle Covert

Yea

Rebecca McGehee

Bob Spedden

Michelle Covert

Bernice Kube

Afton Von Tye

David Hempstead

H. ACCOUNTS PAID

1. Accounts Paid

Mayor Harlowe questioned the following line items

-The Department of Agriculture

-Comcast

-Blue Ridge Bank

-General Code

-Coverall

-Michelle Covert

Bernice Kube questioned the line item Harrison & Johnston (Mr. Sproul)

I. REPORTS

1. Treasurer Report

2. DMV Report

Town Manager Nicole Washington reported there was an error in the formula for the revenue report and it has been corrected.

3. Manager Report

Town Manager Nicole Washington introduced new Town Clerk

Mayor Harlowe asked about routine operations for the town

Town Manager Nicole Washington spoke on the following operations

-Water

-Zoning

-Summit IG

-Christmas Tree Lighting

-Resource Center & Santa Council Donations

-New software system for taxes and its other uses

-Audits

-Cemetery

-Water testing

-Water line replacement

-Grants

-Source water

4. Committee Reports

Michelle Covert reported on water system, source water and grants

Rebecca McGehee reported on the many compliments received on how well the cemetery looks

J. OLD BUSINESS

1. Well #4 Update

Well #4 is being monitored closely

David Hempstead asked what the daily demand for water is

Hunter Martin responded with output levels

Afton Von Tye asked about the warranty on the pump

Hunter Martin responded warranty information

K. NEW BUSINESS

1. Neighborhood Watch Discussion

Some break ins had happened in the Eighth street area

PUBLIC HEARING

No Public Hearing

COUNCIL COMMENTS

Mayor Harlowe proposed new committee assignments

Mayor Harlowe asked for a motion to keep current Vice Mayor until 2026

Motioned Rebecca McGehee

Second Bob Spedden

Yea

Rebecca McGehee

Michelle Covert

Bob Spedden

Nay

Bernice Kube

Afton Von Tye

David Hempstead

Mayor Harlowe said no because it was split and asked if there were any nominations for Vice Mayor

David Hempstead Nominated Bernice Kube

Second Afton Von Tye

Yea

Bob Spedden

David Hempstead

Afton Von Tye

Bernice Kube

Rebecca McGehee

Nay

Michelle Covert

Mayor Harlowe asked Bernice Kube if she would accept the new position. Bernice Kube responded yes

Rebecca McGehee discussed the LGIP 800k balance and where the money went

Bernice Kube mentioned there was a sign at the end of Kennon Road that said Davis road.
Town Manager Nicole Washington stated it should be Pendleton Road and she will look in to it
Mayor Harlowe questioned the Budget Analysis for DMV Revenue, Car Rental Distribution, Real Estate, Membership Dues, Advertising, Internet Expenses, County Water Purchases, General Expenses for Water and Cemetery Expenses and the Grand Totals
Mayor Harlowe stated the Local Sales Tax Revenue was looking good
David Hempstead questioned line item for BDH Drinking Water
Bernice Kube questioned what happened with replacing the lead pipes

CALENDAR

Calendar

Town Manager Nicole Washington spoke on the upcoming public hearings on December 8, 2025

L. EXECUTIVE SESSION (AS NEEDED)

M. BACK IN SESSION

N. ADJOURN

Mayor Harlowe asked for a motion to adjourn the meeting
Motioned David Hempstead
Second Bob Spedden

Yea

Bernice Kube
Afton Von Tye

Bob Spedden

Rebecca McGehee

Michelle Covert

David Hempstead

Meeting adjourned at 7:48pm

Mayor Pamela Harlowe - Vice Mayor Michelle Covert

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

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.

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
ANTHEM	11/28/2025	CashDisb	\$4,017.00	\$0.00	0		ANTHEM
BESLEY IMPEMENTS	11/20/2025	Check	\$0.00	\$119.99	22411		AP Checks 22411 - 22419
BLUE RIDGE BANK	11/7/2025	CashDisb	\$43.33	\$0.00	0	ACCOUNT ANALYSIS CHARGE	ACCOUNT ANALYSIS CHAR
BLUE RIDGE BANK	11/3/2025	CashDisb	\$43.33	\$0.00	0	ACCOUNT ANALYSIS CHARGE	ACCOUNT ANALYSIS CHAR
BLUE RIDGE BANK	11/7/2025	Invalid	\$0.00	\$0.00	0	ACCOUNT ANALYSIS CHARGE	Void-ACCOUNT ANALYSIS C
BLUE RIDGE BANK	11/26/2025	CashDisb	\$4,706.32	\$0.00	0	10.2025 CHARGES	BRB CC 10.2025
BLUE RIDGE BANK	11/28/2025	CashDisb	\$30.00	\$0.00	0	ACH ORIGINATOR FEE	ACH ORIGINATOR FEE
BMS DIRECT	11/12/2025	CashDisb	\$497.00	\$0.00	0	RE & PP POSTAGE	BMS TAX BILLING
CENTRAL VIRGINIA CONTRACTORS	11/20/2025	Check	\$0.00	\$2,380.00	22412		AP Checks 22411 - 22419
COMCAST BUSINESS	11/14/2025	CashDisb	\$882.07	\$0.00	0	1002552702	COMCAST ACCT 708879460
COMCAST BUSINESS	11/14/2025	CashDisb	\$962.12	\$0.00	0	1002552703	COMCAST 708879461
COMCAST BUSINESS	11/19/2025	CashDisb	\$882.07	\$0.00	0	INVOICE 255599421	COMCAST 933727912
COUNTY OF LOUISA	11/20/2025	Check	\$0.00	\$1,216.50	22413		AP Checks 22411 - 22419
COVERALL	11/5/2025	Check	\$0.00	\$240.00	22400		AP Checks 22400 - 22410
DCLS/DRINKING WATER	11/20/2025	CashDisb	\$411.73	\$0.00	0	ORDER #125344	DIVISION OF CONSOLIDAT
DOCUMENT DESTRUCTION	11/5/2025	Check	\$0.00	\$40.00	22401		AP Checks 22400 - 22410
DOMINION ENERGY	11/25/2025	CashDisb	\$109.63	\$0.00	0	609 ST FRANCES PUMP	DOMINION 379697212
DOMINION ENERGY	11/21/2025	CashDisb	\$581.07	\$0.00	0	312 MINERAL AVE	DOMINION 1389918317
DOMINION ENERGY	11/21/2025	CashDisb	\$21.31	\$0.00	0	315 LOUISA AVE SHOP	DOMINION 3472023286
DOMINION ENERGY	11/21/2025	CashDisb	\$175.51	\$0.00	0	107 MINERAL AVE	DOMINION 4118184912
DOMINION ENERGY	11/26/2025	CashDisb	\$61.28	\$0.00	0	6TH ST WALTON PARK WELL #5	DOMINION 4406132508
DOMINION ENERGY	11/21/2025	CashDisb	\$39.79	\$0.00	0	102 E 1ST ST OFFICE	DOMINION 6295484908
DOMINION ENERGY	11/21/2025	CashDisb	\$7.59	\$0.00	0	108 MINERAL AVE SHOP	DOMINION 8651974316
EVERGRO COOP ORANGE MADISON	11/20/2025	Check	\$0.00	\$40.00	22414		AP Checks 22411 - 22419
FORTILINE INC	11/5/2025	CashDisb	\$4,181.11	\$0.00	0	INVOICE 7120198	FORTILINE
FORTILINE INC	11/20/2025	CashDisb	\$4,132.70	\$0.00	0	INVOICE 7120207	FIRE HYDRANT RTE 618
HACH COMPANY	11/5/2025	Check	\$0.00	\$394.00	22402		AP Checks 22400 - 22410
HACH COMPANY	11/20/2025	Check	\$0.00	\$230.20	22415		AP Checks 22411 - 22419
HARRISON & JOHNSTON	11/5/2025	Check	\$0.00	\$4,344.00	22403		AP Checks 22400 - 22410
INTERNAL REVENUE SERVICE	11/6/2025	CashDisb	\$1,950.11	\$0.00	0	Q4 2025 103025-110525	PAYROLL 941
INTERNAL REVENUE SERVICE	11/7/2025	CashDisb	\$15.30	\$0.00	0	Q4 2025 103025-110525 KUBE	PAYROLL 941

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
INTERNAL REVENUE SERVICE	11/14/2025	CashDisb	\$1,822.96	\$0.00	0	Q4 110625-111225	PAYROLL 941
INTERNAL REVENUE SERVICE	11/21/2025	CashDisb	\$1,918.93	\$0.00	0	Q4 2025 111325-111925	PAYROLL 941
INTERNAL REVENUE SERVICE	11/26/2025	CashDisb	\$1,791.12	\$0.00	0	Q4 112025-112625	PAYROLL 941
LOOK OUT SAFETY CO LLC	11/20/2025	Check	\$0.00	\$2,450.00	22416		AP Checks 22411 - 22419
LOUISA COUNTY LANDFILL	11/5/2025	Check	\$0.00	\$1,054.08	22404		AP Checks 22400 - 22410
LOUISA COUNTY WATER AUTHORITY	11/5/2025	Check	\$0.00	\$24,099.73	22405		AP Checks 22400 - 22410
MAIN STREET SUPPLY	11/5/2025	Check	\$0.00	\$2,193.30	22406		AP Checks 22400 - 22410
MASSEY WOOD & WEST	11/5/2025	Check	\$0.00	\$20.79	22407		AP Checks 22400 - 22410
MICHELLE COVERT	11/20/2025	Check	\$0.00	\$553.86	22417		AP Checks 22411 - 22419
NIGHTHAWK SECURTY SYSTEMS, INC.	11/5/2025	Check	\$0.00	\$109.00	22408		AP Checks 22400 - 22410
TONY HENSHAW	11/20/2025	Check	\$0.00	\$42.36	22418		AP Checks 22411 - 22419
TOWN OF LOUISA	11/5/2025	Check	\$0.00	\$589.00	22409		AP Checks 22400 - 22410
UPDIKE INDUSTRIES	11/5/2025	Check	\$0.00	\$3,632.73	22410		AP Checks 22400 - 22410
US DEPT OF AGRICULTURE	11/19/2025	CashDisb	\$1,466.00	\$0.00	0	BUILDING LOAN	USDA BUILDING LOAN
US DEPT OF AGRICULTURE	11/28/2025	CashDisb	\$4,509.00	\$0.00	0	USDA LOAN PAYMENT - WATER L	USDA LOAN PAYMENT - W
VA DEPT OF TAXATION	11/12/2025	CashDisb	\$1,458.00	\$0.00	0	Q4 OCTOBER 2025	VA STATE WH TAXES
VERIZON	11/11/2025	CashDisb	\$378.70	\$0.00	0		VERIZON LANDLINE
VERIZON	11/24/2025	CashDisb	\$77.48	\$0.00	0	ACCT 742630415	VERIZON CELL & TABLET
VIRGINIA RETIREMENT SYSTEM	11/3/2025	CashDisb	\$1,836.29	\$0.00	0	RETIREMENT/LIFE INS/DISAB	VRS
VOYA FINANCIAL	11/5/2025	CashDisb	\$309.96	\$0.00	0	OCTOBER 2025	VOYA FINANCIAL
VOYA FINANCIAL	11/5/2025	CashDisb	\$612.61	\$0.00	0	OCTOBER 2025 457	VOYA FINANCIAL 457
VUPS	11/20/2025	CashDisb	\$33.60	\$0.00	0	102025-00547	VA811 VUPS
WAYNES HEATING & COLLING LLC	11/20/2025	Check	\$0.00	\$719.00	22419		AP Checks 22411 - 22419
			\$39,965.02	\$44,468.54			



Town of Mineral

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

November 30, 2025

Treasurer's Notes:

Budget Analysis Report:

- All revenues and expenditures for the month of November 2025 are accurately reflected in this report
- Real Estate Tax, Personal property Tax, Vehicle License Fees, and Personal property Tax Relief accounts are set up on an accrual basis, which does not show the monthly amounts collected. The following are the amounts collected for 2024 and 2025:
 - 2024 Personal Property Taxes Collected = \$23,452.57 = 68.51%
 - 2025 Personal Property Taxes Collected = \$436.19 = 1.12%
 - 2024 Real Estate Taxes Collected = \$111,253.88 = 90.57%
 - 2025 Real Estate Taxes Collected = \$4,133.60 = 3.18%

Monthly Water Consumption:

- Our water purchase from LCWA was down approximately 66% from the previous month due to Well #4 being back in operation.

Other Items:

- If you are interested in receiving your utility bill by email, please let the Town office know.
- If you are interested in having your checking or savings account drafted for payment of your utility bill, please contact the Town office.

Respectfully submitted,

Kelly Singletary, Treasurer

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-11-30

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	\$15.00	(\$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
100-011010-2025 2025 REAL ESTATE TAX	\$125,000.00	\$125,000.00	\$0.00	\$129,844.80	\$129,844.80	\$4,844.80	104
100-011020-0001 CURRENT YEARS PUBLI	\$8,500.00	\$8,500.00	\$0.00	\$1,785.37	\$0.00	(\$6,714.63)	21
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	\$23,488.57	\$23,488.57	(\$1,511.43)	94
100-011060-0001 TAX PENALTY REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
100-011060-0002 TAX INTEREST REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
100-011060-0003 TAX PENALTY PERS PR	\$500.00	\$500.00	\$0.00	\$26.20	\$0.00	(\$473.80)	5
100-011060-0004 TAX INTEREST PERS PR	\$100.00	\$100.00	\$0.00	\$262.69	\$0.00	\$162.69	263
100-015100-0001 INTEREST EARNED-LGI	\$20,000.00	\$20,000.00	\$0.00	\$7,287.50	\$1,363.79	(\$12,712.50)	36
100-016099-0003 TRASH REVENUE	\$1,100.00	\$1,100.00	\$0.00	\$872.60	\$243.34	(\$227.40)	79
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	\$22,988.70	\$4,357.65	(\$17,011.30)	57
100-120201-0001 CONSUMER UTILITY TA	\$1,100.00	\$1,100.00	\$0.00	\$274.44	\$37.53	(\$825.56)	25
100-120301-0001 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$500.59	\$29.23	(\$29,499.41)	2
100-120501-0001 VEHICLE LICENSE FEES	\$7,000.00	\$7,000.00	\$0.00	\$11,260.00	\$11,300.00	\$4,260.00	161
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	\$944.11	\$62.76	(\$1,055.89)	47
100-121101-0001 MEALS TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$47,500.12	\$9,592.33	(\$42,499.88)	53
100-130306-0001 ZONING PERMITS/FEE	\$1,500.00	\$1,500.00	\$0.00	\$1,100.00	\$550.00	(\$400.00)	73
100-150361-0001 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$148,230.83	\$24,845.40	(\$351,769.17)	30
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	\$440.00	\$0.00	(\$860.00)	34
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	\$478.28	\$93.85	(\$721.72)	40
100-220112-0001 CAR RENTAL DISTRIBU	\$6,000.00	\$6,000.00	\$0.00	\$4,258.57	\$694.89	(\$1,741.43)	71
100-240407-0001 LITTER GRANT	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
100-240412-0001 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	(\$15,000.00)	0
0000-100-Revs	\$933,900.00	\$933,900.00	\$0.00	\$407,618.60	\$206,519.14	(\$526,281.40)	44
012110-100-COUNCIL AND MANAGER OFFICE							
100-012110-1101 WAGES/SALARIES	\$95,000.00	\$95,000.00	\$0.00	\$40,269.94	\$7,269.36	\$54,730.06	42
100-012110-2100 FICA	\$7,668.00	\$7,668.00	\$0.00	\$2,821.39	\$513.14	\$4,846.61	37
100-012110-2210 VRS	\$1,663.00	\$1,663.00	\$0.00	\$2,207.91	\$318.01	(\$544.91)	133
100-012110-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$163.53	\$72.68	(\$163.53)	0
100-012110-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$408.87	\$181.72	(\$408.87)	0
100-012110-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$5,472.32	\$1,125.80	\$8,037.68	41
100-012110-2400 GROUP LIFE INSURANC	\$1,300.00	\$1,300.00	\$0.00	\$460.18	\$92.92	\$839.82	35
100-012110-2500 DISABILITY INSURANC	\$808.00	\$808.00	\$0.00	\$288.62	\$58.28	\$519.38	36
100-012110-3120 PROFESSIONAL SERVIC	\$40,000.00	\$40,000.00	\$0.00	\$14,004.00	\$4,344.00	\$25,996.00	35
100-012110-3160 COUNCIL COMPENSATI	\$7,200.00	\$7,200.00	\$0.00	\$3,000.00	\$600.00	\$4,200.00	42
100-012110-3500 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	(\$212.48)	\$0.00	0
100-012110-3600 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$2,169.53	\$0.00	\$1,330.47	62
100-012110-5300 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
100-012110-5545 CONFERENCE EXPENSE	\$4,000.00	\$4,000.00	\$0.00	\$1,634.59	\$695.00	\$2,365.41	41
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	\$1,216.50	(\$1,068.09)	14

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-11-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-012110-6001 COUNCIL & PC PRINTIN	\$1,500.00	\$1,500.00	\$0.00	\$545.45	\$241.45	\$954.55	36
012110-100-COUNCIL AND MANAGER OF	\$193,899.00	\$193,899.00	\$0.00	\$76,639.42	\$16,516.38	\$117,259.58	40
012410-100-CLERK/TREASURER							

100-012410-1101 WAGES/SALARIES	\$113,946.00	\$113,946.00	\$0.00	\$33,324.00	\$8,052.00	\$80,622.00	29
100-012410-2100 FICA	\$8,717.00	\$8,717.00	\$0.00	\$2,549.39	\$616.00	\$6,167.61	29
100-012410-2210 VRS	\$1,915.00	\$1,915.00	\$0.00	\$1,499.70	\$194.78	\$415.30	78
100-012410-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$136.17	\$80.52	(\$136.17)	0
100-012410-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$250.47	\$111.32	(\$250.47)	0
100-012410-2300 HEALTH PLAN	\$21,620.00	\$21,620.00	\$0.00	\$938.05	\$938.05	\$20,681.95	4
100-012410-2400 GROUP LIFE INSURANC	\$1,527.00	\$1,527.00	\$0.00	\$388.65	\$56.91	\$1,138.35	25
100-012410-2500 DISABILITY INSURANC	\$969.00	\$969.00	\$0.00	\$243.74	\$35.69	\$725.26	25
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	\$5,195.70	\$573.24	\$29,804.30	15
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	\$3,085.16	\$0.00	\$1,914.84	62
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	\$485.05	\$73.33	(\$85.05)	121
100-012410-5210 POSTAGE	\$1,000.00	\$1,000.00	\$0.00	\$261.92	\$25.88	\$738.08	26
100-012410-5230 TELECOMMUNICATION	\$7,000.00	\$7,000.00	\$0.00	\$3,760.55	\$753.90	\$3,239.45	54
100-012410-5240 INTERNET EXPENSE	\$24,000.00	\$24,000.00	\$0.00	\$14,526.60	\$2,726.26	\$9,473.40	61
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	\$838.23	\$596.22	\$11,161.77	7
100-012410-6001 OFFICE SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$1,994.99	\$40.00	\$8,005.01	20
100-012410-6002 PRINTING TAX BILLS	\$2,000.00	\$2,000.00	\$0.00	\$497.00	\$497.00	\$1,503.00	25
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	\$70,057.35	\$15,371.10	\$201,336.65	26
031100-100-DMV							

100-031100-1101 WAGES/SALARIES	\$147,414.00	\$147,414.00	\$0.00	\$60,973.42	\$11,111.72	\$86,440.58	41
100-031100-1200 WAGES/SALARIES PT	\$30,529.00	\$30,529.00	\$0.00	\$12,317.51	\$2,009.77	\$18,211.49	40
100-031100-2100 FICA EXPENSE	\$13,613.00	\$13,613.00	\$0.00	\$5,606.74	\$1,003.78	\$8,006.26	41
100-031100-2210 VRS EXPENSE	\$3,324.00	\$3,324.00	\$0.00	\$1,016.98	\$144.85	\$2,307.02	31
100-031100-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$211.84	\$93.55	(\$211.84)	0
100-031100-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$48.03	\$21.47	(\$48.03)	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	\$822.68	\$168.06	\$1,908.32	30
100-031100-2500 DISABILITY INSURANC	\$1,732.00	\$1,732.00	\$0.00	\$380.94	\$77.10	\$1,351.06	22
100-031100-3500 COPIER EXPENSE	\$2,500.00	\$2,500.00	\$0.00	\$1,134.55	\$0.00	\$1,365.45	45
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	\$76.85	\$0.00	\$223.15	26
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	\$82,719.54	\$14,630.30	\$168,516.46	33
032100-100-PASS THRU - STATE FUNDS							

100-032100-5641 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
032100-100-PASS THRU - STATE FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
043100-100-PUBLIC WORKS							

100-043100-1200 WAGES/SALARIES PT	\$53,014.00	\$53,014.00	\$0.00	\$23,425.26	\$4,217.56	\$29,588.74	15

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-11-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
100-043100-2100 FICA	\$4,056.00	\$4,056.00	\$0.00	\$1,792.23	\$322.69	\$2,263.77	44
100-043100-2210 VRS	\$400.00	\$400.00	\$0.00	\$313.41	\$45.15	\$86.59	78
100-043100-2220 401K EMPLOYER MATC	\$0.00	\$0.00	\$0.00	\$81.27	\$36.12	(\$81.27)	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	\$228.54	\$46.15	\$371.46	38
100-043100-2500 DISABILITY INSURANC	\$300.00	\$300.00	\$0.00	\$143.32	\$28.94	\$156.68	48
100-043100-3311 VEHICLE/EQUIPMENT	\$1,000.00	\$1,000.00	\$0.00	\$857.02	\$0.00	\$142.98	86
100-043100-5110 ELECTRICITY	\$15,000.00	\$15,000.00	\$0.00	\$4,178.56	\$7.59	\$10,821.44	28
100-043100-6007 REPAIRS/MAINTENANC	\$5,000.00	\$5,000.00	\$0.00	\$1,057.29	\$119.99	\$3,942.71	21
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	\$4,308.74	\$1,054.08	\$6,191.26	41
043100-100-PUBLIC WORKS	\$106,380.00	\$106,380.00	\$0.00	\$36,633.83	\$5,878.27	\$69,746.17	34
045100-100-TOWN HALL/TOWN GARAGE EXPENSES							

100-045100-0002 DEBT SVC USDA BLDG	\$15,891.00	\$15,891.00	\$0.00	\$7,330.00	\$1,466.00	\$8,561.00	46
100-045100-1102 CONTRACTED SERVICE	\$3,600.00	\$3,600.00	\$0.00	\$960.00	\$240.00	\$2,640.00	27
100-045100-5110 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$3,689.47	\$642.17	\$4,310.53	46
100-045100-5120 UTILITIES - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$1,331.14	\$20.79	\$2,668.86	33
100-045100-6005 JANITORIAL SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$604.56	\$77.66	\$2,395.44	20
100-045100-6007 REPAIR/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$1,480.04	\$828.00	(\$480.04)	148
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	\$15,395.21	\$3,274.62	\$30,095.79	34
047100-100-REFUSE COLLECTION							

100-047100-3310 STREET SWEEPING	\$1,000.00	\$1,000.00	\$0.00	\$589.00	\$589.00	\$411.00	59
100-047100-3322 COMM DUMPSTER/TRA	\$40,000.00	\$40,000.00	\$0.00	\$18,608.15	\$3,632.73	\$21,391.85	47
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	\$19,197.15	\$4,221.73	\$23,802.85	45
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	\$407,618.60	\$206,519.14	(\$526,281.40)	44
FundExpTot	\$933,900.00	\$933,900.00	\$0.00	\$300,817.20	\$59,892.40	\$633,082.80	32
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	\$0.00	\$0.00	(\$9,000.00)	0
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	\$0.00	\$0.00	(\$42,700.00)	0

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-11-30

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 200-CEMETERY							
FundRevTot	\$42,700.00	\$42,700.00	\$0.00	\$0.00	\$0.00	(\$42,700.00)	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Reporting Fund: 500-WATER & SEWER FUND

0000-500-Revs

500-016099-0002 SEWER REVENUE	\$110,000.00	\$110,000.00	\$0.00	\$62,931.40	\$13,098.84	(\$47,068.60)	57
500-016099-0003 WATER REVENUE	\$240,000.00	\$240,000.00	\$0.00	\$104,341.63	\$21,173.31	(\$135,658.37)	43
500-016099-0004 PROCESSING FEE	\$1,400.00	\$1,400.00	\$0.00	\$1,325.00	\$75.00	(\$75.00)	95
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	\$53,600.00	\$0.00	\$4,850.00	110
500-016099-0010 PENALTY FEE W/S	\$2,000.00	\$2,000.00	\$0.00	\$2,150.00	\$435.00	\$150.00	107
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	\$258,398.03	\$34,782.15	(\$176,951.97)	59

500100-500-WATER & SEWER OPERATIONS

500-500100-0002 DEBT SEVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$22,545.00	\$4,509.00	\$31,563.00	42
500-500100-1102 CONTRACTED SERVICE	\$90,000.00	\$90,000.00	\$0.00	\$43,833.30	\$13,641.55	\$46,166.70	49
500-500100-1200 WAGES AND SALARIES	\$12,698.00	\$12,698.00	\$0.00	\$5,735.65	\$1,047.38	\$6,962.35	45
500-500100-2100 FICA	\$971.00	\$971.00	\$0.00	\$438.75	\$80.12	\$532.25	45
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	\$0.00	\$0.00	\$30,000.00	0
500-500100-3500 PRINTING COSTS	\$0.00	\$0.00	\$0.00	\$257.34	\$0.00	(\$257.34)	0
500-500100-5110 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$2,019.49	\$346.42	\$2,980.51	40
500-500100-5210 MAILING COSTS	\$2,000.00	\$2,000.00	\$0.00	\$1,041.06	\$246.75	\$958.94	52
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	\$87.58	\$0.00	\$212.42	29
500-500100-6007 REPAIRS/MAINTENANC	\$1,000.00	\$1,000.00	\$0.00	\$1,375.20	\$0.00	(\$375.20)	138
500-500100-6009 EQUIPMENT/SUPPLIES	\$4,000.00	\$4,000.00	\$0.00	\$3,943.76	\$3,438.51	\$56.24	99
500-500100-6022 WATER TESTING	\$6,000.00	\$6,000.00	\$0.00	\$1,191.73	\$411.73	\$4,808.27	20
500-500100-6023 COUNTY WASTEWATER	\$110,000.00	\$110,000.00	\$0.00	\$50,050.06	\$8,349.94	\$59,949.94	46
500-500100-6024 COUNTY WATER PURCH	\$97,173.00	\$97,173.00	\$0.00	\$90,107.58	\$15,749.79	\$7,065.42	93
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	\$224,409.21	\$47,821.19	\$210,940.79	52

Reporting Fund: 500-WATER & SEWER FUND

FundRevTot	\$435,350.00	\$435,350.00	\$0.00	\$258,398.03	\$34,782.15	(\$176,951.97)	59
FundExpTot	\$435,350.00	\$435,350.00	\$0.00	\$224,409.21	\$47,821.19	\$210,940.79	52

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	\$1,682.35	\$15,308.47	39
600-600100-8650 VDH DRINKING WATER	\$45,000.00	\$45,000.00	\$0.00	\$54,499.63	\$0.00	(\$9,499.63)	121
600100-600-CAPITAL PROJECTS FUND	\$70,000.00	\$70,000.00	\$0.00	\$64,191.16	\$1,682.35	\$5,808.84	00

Reporting Fund: 600-CIP

Budget Analysis - Revenue & Expenses

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-11-30

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
	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	\$64,191.16	\$1,682.35	\$5,808.84	92
Grand Totals:	TotalRev	\$1,481,950.00	\$1,481,950.00	\$0.00	\$684,026.63	\$241,301.29	(\$797,923.37)	46
	TotalExp	\$1,439,250.00	\$1,439,250.00	\$0.00	\$589,417.57	\$109,395.94	\$849,832.43	41



Town of Mineral

P.O. Box 316
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Summary of Bank Balances As of 11.30.2025

Blue Ridge Bank Operating Account	\$172,712.82
Blue Ridge Bank/Spring Grove Operating Account	\$ 79,878.96
LGIP Town of Mineral Investment Account	\$408,793.92
LGIP Spring Grove Cemetery Perpetual Account	\$247,397.38
LGIP Spring Grove Cemetery Operating Account	\$228,018.44

Monthly Water Consumption

Section H, Item 1.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Water Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
11.20.2024-12.20.2024	1,876,800	1,433,210	23.6%	\$ 17,403.40	\$ 20,714.55
12.20.2024-01.21.2025	2,294,200	1,805,819	21.3%	\$ 21,264.35	\$ 24,854.62
1.21.2025-2.21.2025	2,421,000	1,698,303	29.9%	\$ 22,400.25	\$ 23,475.67
2.21.2025-3.20.2025	1,748,100	1,335,016	23.6%	\$ 16,212.93	\$ 19,860.24
3.21.2025-4.21.2025	1,939,800	1,367,352	29.5%	\$ 17,992.15	\$ 19,875.71
4.21.2025-5.20.2025	1,922,400	1,664,830	13.4%	\$ 17,825.20	\$ 22,301.59
5.20.2025-6.20.2025	2,033,500	1,623,740	20.2%	\$ 18,852.88	\$ 22,858.14
6.20.2025-7.21.2025	1,919,700	1,431,971	25.4%	\$ 18,646.29	\$ 20,371.69
7.21.2025-8.20.2025	1,873,200	1,570,349	16.2%	\$ 18,236.61	\$ 21,847.64
8.20.2025-9.22.2025	1,913,200	1,533,077	19.9%	\$ 18,577.17	\$ 21,376.99
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
TOTALS	22,113,000	18,271,934		\$ 208,537.45	\$ 258,397.50

Monthly Sewer Usage

Section H, Item 1.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Sewer Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
11.30.2024-12.31.2024	656,400	680,971	-3.7%	\$ 8,992.12	\$ 12,840.22
12.31.2024-1.31.2025	828,450	861,477	-4.0%	\$ 11,347.48	\$ 15,568.92
1.31.2025-2.28.2025	1,709,162	829,001	51.5%	\$ 23,404.43	\$ 14,776.03
2.28.2025-3.31.2025	901,437	571,917	36.6%	\$ 12,346.67	\$ 11,385.44
3.31.2025-4.30.2025	970,024	712,254	26.6%	\$ 13,285.63	\$ 11,538.94
4.30.2025-5.30.2025	1,032,606	693,358	32.9%	\$ 14,142.38	\$ 11,780.50
5.30.2025-6.30.2025	729,750	682,971	6.4%	\$ 9,996.28	\$ 12,936.18
6.30.2025-7.31.2025	866,850	650,223	25.0%	\$ 12,462.63	\$ 12,245.42
7.31.2025-8.31.2025	747,900	769,187	-2.8%	\$ 10,747.32	\$ 13,849.51
8.31.2025-9.30.2025	590,250	730,350	-23.7%	\$ 8,481.89	\$ 13,088.74
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
TOTALS	10,274,595	8,478,615		\$ 143,057.01	\$ 154,823.94



Town of
MINERAL
VIRGINIA

Town Council Meeting
December 2025

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: December 2025

Report Prepared By: Kendra Ellis

- November 2025 monthly revenue totals:
 - Total monthly revenue: \$385,036.01
 - Town *estimated* monthly revenue: \$18,981.19

Monthly Revenue		
Month	Monthly Total	Estimated Town Revenue
July 2025	\$713,041.90	\$35,150.95
August 2025	\$632,883.21	\$31,199.36
September 2025	\$560,652.03	\$27,638.56
October 2025	\$549,864.34	\$27,106.76

- The Mineral DMV Select office has continued to operate without interruption, in providing exceptional customer service and titling transactions, etc. to the customers of this community and surrounding communities. This also includes our title vendors that visit our office daily. Many thanks to the DMV Select Team for their hard work and dedication.
- The Select HQ Team conducted our 2nd Compliance Audit/Site Review for year 2025 on October 15, 2025. We received feedback from the Select HQ Team that we had a wonderful audit.

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
December 2025**

- The Mineral DMV Select Team received revised policies and procedures from the DMV Select HQ Team regarding Report and Document Retention and Document Preparation Prior to Image Documents. We are reviewing revisions and applying updates accordingly.
- A new Agency initiative in regards to copy paper provided to DMV Select offices will be implemented on December 1, 2025. For DMV Selects, the Agency will provide an allotment of funds in January of each year to purchase copy paper needed specifically for DMV Select use. The contract addendum has been provided, signed and returned accordingly.

Document ID: 4Y52QKXJ

Signed document security hash: 2ee1bd6d71b2e67f9ad1cc392ed1bbbee14f7d7c588b79941a245bbc257bbd07c

Sender: Kiana Tucker (kiana.tucker@dmv.virginia.gov)

Document name: Mineral Locality Addendum for Funds for Copy Paper - September 2025.pdf
Request initiated on: Oct 06, 2025, 05:04:39:621 p.m. (UTC)
Notification Email Subject: Kiana Tucker (kiana.tucker@dmv.virginia.gov) has requested your signature on a document
Notification Email Message:

Please sign this document.
Kind regards,
Kiana Tucker (kiana.tucker@dmv.virginia.gov)

IP address: 131.229.167.11
User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/140.0.0.0 Safari/537.36 Edg/140.0.0.0

Signer: nwashington@townofmineral.net

Accessed via emailed link sent to: nwashington@townofmineral.net
Signature added, Mineral Locality Addendum for Funds for Copy Paper - September 2025.pdf, page 2:

Nicole Washington
box SIGN 13X3V7JK-4Y52QKXJ

IP address: 50.219.225.178
User agent: Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/140.0.0.0 Safari/537.36
Document Signed: Oct 06, 2025, 05:08:48:131 p.m. (UTC)
Signature frame id: 13X3V7JK-4Y52QKXJ

Signer: gerald.lackey@dmv.virginia.gov

Accessed via emailed link sent to: gerald.lackey@dmv.virginia.gov
Signature added, Mineral Locality Addendum for Funds for Copy Paper - September 2025.pdf, page 2:

Gerald F Lackey
box SIGN 4697KKJ9-4Y52QKXJ

IP address: 2607:fb91:8bb4:60e:ecd4:4e2d:cc56:e39d
User agent: Mozilla/5.0 (iPhone; CPU iPhone OS 18_5_0 like Mac OS X) AppleWebKit/605.1.15 (KHTML, like Gecko) EdgiOS/138.0.3351.70 Version/18.0 Mobile/15E148 Safari/604.1
Document Signed: Oct 06, 2025, 11:29:33:190 p.m. (UTC)
Signature frame id: 4697KKJ9-4Y52QKXJ

Gets a copy: Kiana Tucker (kiana.tucker@dmv.virginia.gov)



Town Council

REPORT SUMMARY

Meeting Date: December 8, 2025

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager Report

Finance

1. Audit for FY2023- In process

Park Update/Town Christmas (administrative)

1. Luck Field bathrooms – No update
2. Lights for the park – Put on hold
3. The decorations are up we are looking to extend the snowflakes some more next year and have electric outlets on the opposite of Mineral Ave to start filling those poles with snowflakes as well.
4. The tree lighting of the Town tree is December 12 @6:30pm

Water/Sewer

1. Well 6 – this is the next well that is on the grant proposal for evaluation. I am working to get the paperwork to Royall Pump & Well for review. We will schedule a time to have them at the well; from there they will give us a schedule of what they will do and a final statement about the well once they are finished. This is the same process we did for Well 4.
2. The next step is the engineering phase. During this process the proposed location (near well 6) is reviewed. An evaluation of test is done to see if there is an aquifer and then drilling. The engineer will design the well and at that phase the Town will have estimated costs.
3. The public works staff and I have discussed in length of over the past year, the Spring Rd issue for the citizens. They are at the end of the run and are having issues with the water. We are looking at an auto flushing valve. Right now, we are gathering pricing for this, but this needs to be addressed. Once we have all of the pricing together, we will send it to the water committee and all of council so we can move forward and help the residents this is affecting.

MuniCode

1. The new link for MuniCode will be on the website, we are not using eCode, this subscription is going away. We have new code books as well. The new code books have all codes that were online and have been updated. The ordinances at tonight's meeting will be the first updated ordinance through municode.

CHARTER

Chapter 1

Incorporation and Boundaries

- § 1.1. **Incorporation.**
- § 1.2. **Boundaries.**

Chapter 2

Powers

- § 2.1. **General Grant of Powers.**
- § 2.2. **Adoption of certain sections of Code of Virginia.**
- § 2.3. **Eminent Domain.**

Chapter 3

Mayor and Council

- § 3.1. **Composition of Council; Election, Qualification and Term of Office of Councilmen.**
- § 3.2. **When Terms of Office to Begin.**
- § 3.3. **Oath of Office.**
- § 3.4. **Election and Term of Vice-Mayor.**
- § 3.5. **Powers and Duties of Mayor and Vice-Mayor.**
- § 3.6. **Absence or Disability of Mayor or Vice-Mayor.**
- § 3.7. **Council a Continuing Body.**
- § 3.8. **General Grant of Powers to Council.**
- § 3.9. **Meetings of Council.**
- § 3.10. **Quorum; Reconsideration of Action.**
- § 3.11. **Rules of Order and Procedure.**
- § 3.12. **Council to Fix Salaries.**

Chapter 4

Appointive Officers

- § 4.1. **Appointment.**
- § 4.2. **Deputies and Assistants.**
- § 4.3. **Term of Office.**
- § 4.4. **Appointment of one person to more than one office.**
- § 4.5. **Qualifications and Duties of the Town Manager.**
- § 4.6. **Duties of the Town Clerk.**

MINERAL CODE

- § 4.7. **Duties of the Town Attorney.**
- § 4.8. **Duties of the Town Treasurer.**
- § 4.9. **Powers and Duties of the Town Sergeant and Special Policemen.**
- § 4.10. **Residence of Officers and Employees.**

Chapter 5

Raising of Revenue

- § 5.1. **Assessment of Taxes.**
- § 5.2. **License for Public Utilities, Etc.**

Chapter 6

Courts

- § 6.1. **Authority to Establish Municipal Court; Jurisdiction of Court.**
- § 6.2. **Judge of Municipal Court; Substitute Judge.**
- § 6.3. **Jurisdiction of County Court if Municipal Court not created.**
- § 6.4. **Use of County Jail.**

Chapter 7

Financial Provisions

- § 7.1. **Fiscal Year.**
- § 7.2. **Actions against Town for Damages, Etc.**
- § 7.3. **Creation of Debt; Election on Issuance of Bonds.**

Chapter 8

Miscellaneous

- § 8.1. **Elections Governed by State Law.**
- § 8.2. **Amendment of Zoning Ordinance.**
- § 8.3. **Applicability of Ordinances to Lands, Etc., Outside Town.**
- § 8.4. **Bonds of Officers and Employees.**
- § 8.5. **Office of Town Sergeant Created, but not Elected.**
- § 8.6. **United States Government Employees.**
- § 8.7. **Acceptance of Federal Aid, Contributions, Etc.**
- § 8.8. **Conflicts of Interest; Disclosure of Interest.**
- § 8.9. **Present officers to continue.**
- § 8.10. **Ordinances continued in force.**
- § 8.11. **Severability of Provisions.**

CHARTER

An Act to provide a new charter for the town of Mineral and to repeal Chapter 477 of the Acts of Assembly of 1902, approved April 2, 1902, as amended, which provided a charter for the town of Mineral.

Acts 1972, Chapter 258
Approved April 1, 1972

Be it enacted by the General Assembly of Virginia:

1.

**Chapter 1
Incorporation and Boundaries**

§ 1.1. Incorporation.

The inhabitants of the territory comprised within the present limits of the Town of Mineral, hereinafter referred to as "Town", as such limits are now or may hereafter be altered and established by law, shall constitute and continue a body politic and corporate, to be known and designated as the Town of Mineral, and as such shall have perpetual succession, may sue and be sued, implead and be impleaded, contract and be contracted with, and may have a corporate seal which it may alter, renew or amend at its pleasure by proper ordinance.

§ 1.2. Boundaries.

The boundaries of the Town of Mineral is that territory in the County of Louisa, as shown on a plot of said Town, of record in the Clerk's Office of Louisa County, made by W. L. Bishop, Engineer, and being further shown on a boundary survey of the Town of Mineral, Virginia, 1962, made by James H. Bell and Kenneth M. Hart, Certified Land Surveyors, which, also, is of record in the Clerk's Office of Louisa County, Virginia, in plat book 6 at page 41.

**Chapter 2
Powers**

§ 2.1. General Grant of Powers.

The Town shall have and may exercise all powers which are now or hereafter may be conferred upon or delegated to towns under the Constitution and laws of the Commonwealth of Virginia, as fully and completely as though such powers were specifically enumerated herein, and no enumeration of particular powers by this Charter shall be held to be exclusive, and the Town shall have, exercise and enjoy all the rights, immunities, powers and, privileges, and be subject to all the duties and obligations, now appertaining to and incumbent on the Town as a municipal corporation.

MINERAL CODE

§ 2.2. Adoption of certain sections of Code of Virginia.

The powers set forth in §§ 15.1-837 through 15.1-907, both inclusive, of Chapter 18 of Title 15.1 of the Code of Virginia,¹ as in force on January 1, 1972, and as may be amended, are hereby conferred on and vested in the Town.

§ 2.3. Eminent Domain.

The powers of eminent domain set forth in Title 15.1, Title 25, Chapter 1.1 and § 33.1-121 of the Code of Virginia,² as amended, and all acts amendatory thereof and supplemental thereto, mutatis mutandis, are hereby conferred upon the Town, subject to the provisions of § 25-233.³

- (a) In any case in which a petition for condemnation is filed by or on behalf of the Town, a true copy of a resolution or ordinance duly adopted by the Town Council declaring the necessity for any taking or damaging of any property, within or without the Town, for the public purposes of the Town, shall be filed with the petition. The Town may employ the procedures conferred by the foregoing laws, mutatis mutandis, and may, in addition thereto, proceed as hereinafter provided.
- (b) Certificates issued pursuant to § 33.1-121 of the Code of Virginia, as amended, and acts amendatory thereof and supplemental thereto, may be issued by the Town Council, signed by the Mayor and countersigned by the Town Treasurer. Such certificate shall have the same effect as certificates issued by the State Highway Commissioner, under the aforesaid laws, and may be issued in any case in which the Town proposes to acquire property of any kind by the exercise of its powers of eminent domain for any lawful public purpose, whether within or without the Town; provided, that the condemnation authority shall be subject to the provisions of § 25-233 of the Code of Virginia.
- (c) In addition to the powers conferred by the aforesaid laws, such certificates may be amended or cancelled by the court having jurisdiction of the proceedings, upon petition of the Town, at any time after the filing thereof; provided, that the court shall have jurisdiction to make such order for the payment of costs and damages, if any, or the refund of any excessive sums theretofore paid pursuant to such certificate as shall, upon due notice and hearing, appear just. The court shall have jurisdiction to require refunding bonds, for good cause shown by the Town or any other person or party in interest, prior to authorizing any distribution of funds pursuant to any certificate issued or deposit made by the Town.

¹Editor's Note: See now Title 15.2, Code of Virginia, Subtitle II, Powers of Local Government, particularly Ch. 11, Powers of Cities and Towns.

²Editor's Note: See now Title 15.2 and Title 25.1, Code of Virginia.

³Editor's Note: See now § 25.1-102, Code of Virginia.

CHARTER

**Chapter 3
Mayor and Council**

§ 3.1. Composition of Council; Election, Qualification and Term of Office of Councilmen.

The Town shall be governed by a Mayor and a Town Council composed of six councilmen, to be elected from the Town at large. Councilmen shall be qualified electors of the Town, and shall serve for terms of four years, and until their successors are appointed or elected and qualified as provided by law.

§ 3.2. When Terms of Office to Begin.

The terms of office for the Mayor and Town Councilmen shall begin after their election, and continue as is provided by the laws of the Commonwealth.

§ 3.3. Oath of Office.

The Mayor and Councilmen shall each, before entering upon the duties of their office, make oath or affirmation that they will truly, faithfully and impartially discharge the duties of their offices to the best of their abilities, so long as they shall continue therein. Such oath to be administered by the retiring Mayor, Vice-Mayor or the Clerk of the Circuit Court of Louisa County, Virginia.

§ 3.4. Election and Term of Vice-Mayor.

The Town Council shall elect from its members a Vice-Mayor, who shall serve, at the discretion of the Town Council and until a successor is appointed.

§ 3.5. Powers and Duties of Mayor and Vice-Mayor.

The Mayor shall preside over the meetings of the Town Council and shall have the same right to speak and vote therein as other members of the Town Council, when they are equally divided. He shall be recognized as the head of the Town government for all ceremonial purposes, for the purposes of military law and for the service of civil processes.

During the absence of the Mayor or the inability of the Mayor to act, the Vice-Mayor shall possess the powers and discharge the duties of the Mayor.

§ 3.6. Absence or Disability of Mayor and Vice-Mayor.

If both the Mayor and Vice-Mayor are absent or unable to act, the Town Council shall, by a majority vote of the members present, elect from its members a person to serve as Acting Mayor until either the Mayor or Vice-Mayor is present and able to act. The person so elected

MINERAL CODE

shall possess the powers and discharge the duties of the Mayor during such period of time. Whenever it is necessary to elect an Acting Mayor pursuant to this section, in the absence of both the Mayor and Vice-Mayor, the Town Clerk or Acting Town Clerk shall call the meeting of the Town Council to order and shall preside until an Acting Mayor is elected. This shall not be construed to vest in the Town Clerk any of the powers and duties of the Mayor, except as expressly stated in this section.

§ 3.7. Council a Continuing Body.

The Town Council shall be a continuing body, and no measures pending before such body, or any contract or obligation incurred, shall abate or be discontinued by reason of the expiration of the term of office or removal of any of its members.

§ 3.8. General Grant of Powers to Council.

The Town Council shall have all powers and authority that are now or may hereafter be granted to councils of towns by the general laws of the Commonwealth and by this Charter, and the recital of special powers and authorities herein shall not be taken to exclude the exercise of any power and authority granted by the general laws of the Commonwealth to town councils, but not herein specified.

§ 3.9. Meetings of Council.

The Town Council shall fix the time of their stated meetings, and they shall meet at least once a month. Special meetings may be called at any time by the Mayor or by three members of the Town Council; provided, that all members shall be duly notified a reasonable period of time prior to any special meeting.

§ 3.10. Quorum; Reconsideration of Action.

Three members of the Town Council shall constitute a quorum for the transaction of business. No vote taken at any meeting shall be reconsidered or rescinded at any subsequent special meeting unless at such special meeting there are as many members of the Town Council present as were present when such vote was taken.

§ 3.11. Rules of Order and Procedure.

The Town Council shall establish its own rules of order and procedure, and may punish its own members and other persons for violations thereof.

CHARTER

§ 3.12. Council to Fix Salaries.

The Town Council is hereby authorized to fix the salaries of each of the members of the Town Council, members of board or commissions and all appointed officers and all employees of the Town, at a sum not to exceed any limitations placed by the laws and Constitution of the Commonwealth of Virginia. The salaries of the members of the Town Council shall not exceed one thousand two hundred dollars per year.

**Chapter 4
Appointive Officers**

§ 4.1. Appointment.

The Town Council may appoint such officers of the Town as they deem necessary. Such officers may include, but shall not be limited to, a Town Manager, a Town Clerk, a Town Attorney, a Town Treasurer, a Town Sergeant, Special Police Officers, and Justices of the Peace. The enumeration of officers in this section shall not be construed to require the appointment of any of such officers herein named. Officers appointed by the Town Council shall perform such duties as may be specified in this Charter, by the laws of the Commonwealth, or by the Town Council.

§ 4.2. Deputies and Assistants.

The Town Council may appoint such deputies and assistants to appointive offices as the Town Council may deem necessary.

§ 4.3. Term of Office.

Officers and deputies and assistant officers appointed by the Town Council, shall serve at the will and pleasure of the Town Council.

§ 4.4. Appointment of one person to more than one office.

The Town Council may appoint the same person to more than one appointive office, at the discretion of the Town Council, subject to the provisions of Article VII, § 6 of the Virginia Constitution.

§ 4.5. Qualifications and Duties of the Town Manager.

The Town Manager shall be the executive officer of the Town, and shall be responsible to the Town Council for the proper administration of the Town government. It shall be the duty of the Town Manager to:

MINERAL CODE

- (a) Attend all meetings of the Town Council, with the right to speak but not to vote.
- (b) Keep the Town Council advised of the financial condition and the future needs of the Town and of all matters pertaining to its proper administration, and make such recommendations as may seem to him desirable.
- (c) Prepare and submit the annual budget of the Town Council and be responsible for its administration after its adoption.
- (d) Prepare in suitable form for publication and submit to the Town Council at the next regular meeting following the end of each fiscal year, a concise, comprehensive report of the financial transactions and administrative activities of the Town government during the immediately preceding fiscal year.
- (e) Present adequate financial and activity reports as required by the Town Council.
- (f) Arrange for an annual audit by a certified public accountant, the selection of whom shall be approved by the Town Council.
- (g) Perform such other duties as may be prescribed by this Charter, or required of him in accordance therewith by the Town Council, or which may be required by the chief executive officer of a Town by the general laws of the Commonwealth.

All employees of the Town, except those appointed by the Town Council, pursuant to this Charter or the general laws of the Commonwealth, shall be appointed and may be removed by the Town Manager, who shall report each appointment or removal to the Town Council at the next meeting thereof following any such appointment or removal. The Town Council shall designate by ordinance a person to act as Town Manager in the case of the absence, incapacity, death or resignation of the Town Manager, until his return to duty or the appointment of his successor. Until such time as the Town Council appoints any such Town Manager, the duties and powers outlined herein shall be given the Mayor, or such other person as may be designated by the Town Council.

§ 4.6. Duties of the Town Clerk.

The Town Clerk shall be the Clerk of the Town Council. He shall keep the journal of the proceedings and shall record all ordinances and resolutions in a book or books kept for the purpose. He shall be the custodian of the corporate seal of the Town and shall be the officer authorized to use and authenticate it. He shall perform such other duties and keep such other records as the Town Council may specify or the general laws of the Commonwealth require of Town Clerks. All records in his office shall be public records and open to inspection at any time during regular business hours.

CHARTER

§ 4.7. Duties of the Town Attorney.

The Town Attorney shall be the legal adviser of the Town Council. He shall represent the Town in all legal affairs as may be requested by the Mayor, Town Council, or by an officer of the Town appointed under the provisions of this Charter. The Town may employ the Commonwealth's Attorney of Louisa County for criminal prosecutions.

§ 4.8. Duties of the Town Treasurer.

The Town Treasurer shall collect the Town taxes and licenses, and shall have the power to levy and sell for collection as given to County Treasurers.

§ 4.9. Powers and Duties of the Town Sergeant and Special Policemen.

The Sergeant of the Town shall be a Conservator of the Peace, and vested with the full powers of a Constable within the limits of the Town, and, also, have the power to arrest offenders within the limits of the County of Louisa. He, and any special police officers, who may be appointed by the Mayor with the advice and consent of a majority of the members of the Town Council, shall have all the powers given to special police officers under the laws of the Commonwealth. He shall assist the Treasurer in the collection of Town taxes, and may distraint and sell therefor in like manner, for which State taxes and County levies are distrained.

§ 4.10. Residence of Officers and Employees.

Any appointive officers or employees of the Town may be appointed and serve whether or not the appointee be a resident or nonresident of the Town.

Chapter 5 Raising of Revenue

§ 5.1. Assessment of Taxes.

The Council shall have the power to assess and tax real or personal property within the Town, levy taxes, impose licenses and collect the same to any extent not prohibited by laws of the Commonwealth.

§ 5.2. License for Public Utilities, Etc.

The Town shall have the power to impose, levy and collect a license tax on any public utility or public service company, including Electric Power Companies, Telephone Companies, Telegraph Companies, Railway Companies, Gas Companies, Water or Sewerage Companies, doing business within the Town, either by serving consumers within the Town, or maintaining an office in the Town, unless otherwise specifically prohibited by law; provided, that this section

MINERAL CODE

shall in no way limit any licensing authority otherwise granted the Town by this Charter or by general law.

Chapter 6 Courts

§ 6.1. Authority to Establish Municipal Court; Jurisdiction of Court.

The Town Council may establish by ordinance a Municipal Court, which shall be known as the Municipal Court of the Town. Jurisdiction of the Municipal Court in civil matters shall be as provided in § 16.1-77 of the Code of Virginia, and in criminal matters as provided in § 16.1-124 of the Code of Virginia.⁴

§ 6.2. Judge of Municipal Court; Substitute Judge.

The Judge of the Municipal Court shall be appointed by the Town Council. He shall serve at the pleasure of the Town Council. The Town Council may appoint a Substitute Judge to serve during the absence or inability to act of the Judge of the Municipal Court.

§ 6.3. Jurisdiction of County Court if Municipal Court not created.

If the Town Council shall elect to not establish a Municipal Court, as provided in § 6.1 of this Charter, the County Court of Louisa County shall have such jurisdiction within the Town as the Municipal Court would have if it were established by the Town Council. The Town Council may enter into such contracts or agreements as it may deem necessary to permit the trial in said County Court of cases or causes of action arising within the Town or within the jurisdiction of the Town.

§ 6.4. Use of County Jail.

The Town shall be allowed the use of the Louisa County Jail for the purpose of carrying into effect the police regulations of the Town, and for the safekeeping and confinement of all persons who may be arrested or sentenced to imprisonment under the laws and ordinances of the Town. The sergeant or any police officer of the Town may convey any person arrested or sentenced to jail, and the jailer of said County shall receive such persons in the same manner as if such person or persons were committed by a Justice, and delivered to said jailer as any other police officer of the said County or the Commonwealth.

⁴Editor's Note: Section 16.1-124, Code of Virginia, was repealed by Acts 1984, c. 506.

CHARTER

**Chapter 7
Financial Provisions****§ 7.1. Fiscal Year.**

The fiscal year of the Town shall begin on July 1 of each year, and end on June 30 of the year following, but the same may be changed by action of the Town Council, where not inconsistent with general law.

§ 7.2. Actions against Town, or Damages, Etc.

- (a) No action shall be maintained against the Town for damages for any injury to any person or property alleged to have been sustained by reason of the negligence of the Town, or any officer, agent or employee thereof unless a written statement of the claimant, his agent or attorney, or the personal representative of any decedent whose death is a result of the alleged negligence of the Town, its officers, agents or employees, of the nature of the claim and the time and place at which the injury is alleged to have occurred, or to have been received, shall have been filed with the Mayor or an attorney appointed by the Town Council for this purpose, and the Town is hereby authorized to appoint such an attorney, within sixty days after such cause of action shall have accrued. Where the claimant is an infant or non compos mentis, or the injured party dies within such sixty days, such statement may be filed within one hundred twenty days provided, that if the complainant is compos mentis during such sixty-day period but is able to establish by a clear and convincing evidence that due to the injury sustained for which a claim is asserted that he was physically or mentally unable to give such notice within the sixty-day period, then the time for giving notice shall be tolled until the claimant sufficiently recovers from such injury so as to be able to give such notice. No officer, agent or employee of the Town shall have authority to waive such conditions precedent or any of them.
- (b) No order shall be entered or made, and no injunction shall be awarded by any Court or Judge, to stay proceedings of the Town in the prosecution of their works, unless it be manifest that they, their officers, agents or servants are transcending the authority given them in this Charter, and that the interposition of the Court is necessary to prevent injury that cannot be adequately compensated in damages.
- (c) The Town Council is authorized and empowered to compromise any claim for damages or any suit or action brought against the Town.

§ 7.3. Creation of Debt; Election on Issuance of Bonds.

Any ordinance creating a debt for which money is to be borrowed shall be adopted by a majority vote of the elected members of the Town Council. Any bonds issued by the Town shall be issued in compliance with the Laws of the Commonwealth.

MINERAL CODE

The Town Council may submit to a vote of the qualified electors of the Town the question of whether such money shall be borrowed. Any such petition shall be filed with the Town Clerk within thirty days of the vote of the Town Council to borrow money.

Any such election shall be held within sixty days of the vote of the Town Council to call such election or within sixty days of receipt of such petition. The election shall be held in the manner provided for such elections by the general laws of the Commonwealth. A majority vote of the qualified electors voting at such election shall be required for the approval of the borrowing of such money.

The provisions of this section shall not be construed to prohibit the Town Council from proceeding under any provisions of the Constitution of Virginia and general laws of the Commonwealth in the borrowing of money.

Chapter 8 Miscellaneous

§ 8.1. Elections Governed by State Law.

All Town elections shall be held and conducted in the manner prescribed by the laws of the Commonwealth.

§ 8.2. Amendment of Zoning Ordinance.

The Town Council may, by ordinance, require that whenever any Planning Commission recommends against the adoption of any proposed amendment to the Zoning Ordinance of the Town, now or hereafter in effect, such amendment shall become effective only upon the affirmative vote of two-thirds of the elected members of the Town Council.

§ 8.3. Applicability of Ordinances to Lands, Etc., Outside Town.

All ordinances of the Town, so far as they are applicable, shall apply on, in or to all land, buildings and structures owned by or leased or rented to the Town and located outside the Town.

§ 8.4. Bonds of Officers and Employees.

The Town Council may require all or any officers and employees of the Town to give bond for the faithful and proper discharge of their duties. As used herein, the words "officers and employees" shall include officers and employees paid solely or partly by the Town. The Town may pay the premium on such bonds from the Town funds and may provide for individual surety bonds or for a bond covering all officers and employees or any group thereof. The bond shall be payable to the Town as its interest may appear in event of breach of the conditions thereof.

CHARTER

§ 8.5. Office of Town Sergeant Created, but not Elected.

Notwithstanding the provisions of § 15.1-796 of the Code of Virginia,⁵ there shall be created in the Town the office of Town Sergeant, however, the Town Sergeant shall be appointed as herein provided, and not elected, in accordance with said Code section. The Town Sergeant shall have the powers and duties as herein provided, and in addition thereto, the duties and powers imposed by said Code section, and all other laws of the Commonwealth as may be applicable thereto.

§ 8.6. United States Government Employees.

No person, otherwise eligible, shall be disqualified, by reason of his accepting or holding an office, post, trust or emolument under the United States government, from serving as an officer or employee of the Town, or as a member, officer or employee of any board or commission.

§ 8.7. Acceptance of Federal Aid, Contributions, Etc.

The Town shall have the power to receive and accept from any federal agency grants of any kind for or in aid of the construction of any project, the procuring or reserving of park land, open spaces or any recreational facility, and to do all such things or make any covenants or agreements which may be necessary or required in order to obtain and use such federal grants. The Town may receive and accept aid or contributions from any source or money, property, labor or other things of value, to be held, used and applied only for the purposes for which such grants and contributions may be made.

§ 8.8. Conflicts of Interest; Disclosure of Interest.

The Town Council is hereby empowered to enact a conflict of interest and disclosure ordinance to govern elected and/or appointed Town officials not inconsistent with general law.

§ 8.9. Present officers to continue.

The present elected officers of the Town shall be and remain in office until expiration of their several terms, and until their successors have been duly elected and qualified.

§ 8.10. Ordinances continued in force.

All ordinances now in force in the Town, not inconsistent with this charter, shall be and remain in force until altered, amended or repealed by the Town Council.

⁵Editor's Note: See now § 15.2-1600 et seq., Code of Virginia.

MINERAL CODE

§ 8.11. Severability of Provisions.

If any clause, sentence, paragraph or part of this charter shall for any reason be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this charter, but shall be confined in its operation to the clause, sentence, paragraph or part thereof directly involved in the controversy in which such judgment shall have been rendered.

2. Chapter 477 of the Acts of Assembly of 1902, approved April 2, 1902, as amended, providing a charter for the town of Mineral is repealed.⁶
3. An emergency exists and this act is in force from its passage.

⁶Editor's Note: The 1902 Charter has been included in the Appendix of the Code for historical purposes only. See Ch. A500.

Public Notice – Environmental Permit

PURPOSE OF NOTICE: To seek public comment on a draft permit from the Department of Environmental Quality that will allow the release of treated noncontact cooling water into a water body in Louisa County, Virginia.

PUBLIC COMMENT PERIOD: November 13, 2025 to December 15, 2025

PERMIT NAME: Virginia Pollutant Discharge Elimination System Permit – Industrial issued by DEQ pursuant to applicable water laws and regulations.

APPLICANT NAME, ADDRESS AND PERMIT NUMBER: Amazon Data Services, Inc.; 410 Terry Avenue North, Seattle, WA, 98109; Permit No. VA0093319.

FACILITY NAME AND LOCATION: Amazon Data Services Inc. – Lake Anna Tech Campus; Haley Drive & Kentucky Springs Road, Mineral, VA 23177.

PROJECT DESCRIPTION: Amazon Data Services, Inc. has applied for a new permit for the private Amazon Data Services Inc. – Lake Anna Tech Campus. The applicant proposes to release treated noncontact cooling water at a rate of 280,000 gallons per day into a water body. Residual solids generated during the process will be dewatered and disposed off-site in accordance with state and federal regulations. The facility proposes to release the treated noncontact cooling water in Sedges Creek in Louisa County in the York River watershed. A watershed is the land area drained by a river and its incoming streams. The permit will limit the following pollutants to amounts that protect water quality: physical and chemical properties, thermal, and metals.

HOW TO COMMENT AND/OR REQUEST A PUBLIC HEARING: DEQ accepts comments and requests for public hearing on the draft permit by hand-delivery, e-mail, or postal mail. All comments and requests must be in writing and be received by DEQ during the comment period. DEQ must receive hand-delivery and postal mail by close of business and email comments by 11:59 p.m. on the last day of the comment period. Submittals must include the names, mailing addresses or email addresses of the commenter/requester and of all persons represented by the commenter/requester. A request for public hearing must also include: 1) The reason why a public hearing is requested. 2) A brief, informal statement regarding the nature and extent of the interest of the requester or of those represented by the requester, including how and to what extent such interest would be directly and adversely affected by the permit. 3) Specific references, where possible, to terms and conditions of the permit with suggested revisions. A public hearing may be held, including another comment period, if public response is significant, based on individual requests for a public hearing, and there are substantial, disputed issues relevant to the permit.

CONTACT FOR PUBLIC COMMENTS, DOCUMENT REQUESTS AND ADDITIONAL INFORMATION: Ben Cunningham; DEQ Central Office, P.O. Box 1105, Richmond, Virginia 23218; Phone: (804) 659-2686; E-mail: Benjamin.Cunningham@deq.virginia.gov; The public may review the draft permit and application at the DEQ office named above by appointment or may request copies of the documents from the contact person listed above.



Town of Mineral

Planning and Zoning

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

Notice of Violation

August 27, 2024

Virginia Lee Trice
Julia Cameron
PO Box 35
Mineral, VA 23117

Dear Ms. Trice and Ms. Cameron:

This letter is to give you notice that a structure on Mineral Avenue Street that is listed in the tax books as being owned by you, with the above address as contact, has been declared derelict under Town Code Section 155-5. The structure is the residential building at 623 Mineral Avenue, in the Town of Mineral, Virginia.

This structure has been vacant for more than six continuous months, during which time it has not had water or sewer service. It also appears that electrical connections have been severed. The structure has open access at several points, including broken windows, and there is evidence of human and animal habitation.

The structure is also in violation of the Town and state building code for, among other reasons, windows and doors are missing, the oil tank is sideways, and the foundation is not on footers. Please review the Town Code Section 155.

The building is a threat to health and safety of the community by giving access to anyone (including those involved in clandestine and illegal activity). These conditions have prevailed for more than six months.

Please review the copy of Code Section 155-5 attached. You are required by law to submit your plan to demolish or renovate the building to address those conditions which endanger the public's health, safety or welfare, within 90 days. We ask that in the meantime to board up and secure the structure.

We trust that you will promptly address this matter. Otherwise, the Town will be required to remove and or renovate the structure to protect the public and will be entitled to charge that cost to you.



Town of Mineral

Planning and Zoning

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

Phone 540-894-5100

I look forward to hearing from you at your earliest convenience. Please note that you have 90 days from today's date to submit a plan to demolish or otherwise remediate this possible threat to health and safety in our town.

The Town of Mineral administers the laws enacted by the Town on a fair and equal basis; we hope you will cooperate with this notice in a timely manner. Should you have any questions or need assistance, please contact my office.

Sincerely,

TOWN OF MINERAL
C. Nicole Washington
Town Manager
Encl.

Town of Mineral, VA
Tuesday, August 27, 2024

Chapter 155. Buildings and Structures, Unsafe

[HISTORY: Adopted by the Town Council of the Town of Mineral effective 1-1-1982 as Ch. 5, Art. I and § 5-4 of the 1982 Code; amended in its entirety 9-14-2009 by Ord. No. 2009-05. Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Building construction — See Ch. 150.

Nuisances — See Ch. 293.

Property maintenance — See Ch. 324.

Real estate tax abatement program — See Ch. 389, Art. VI.

Article I. General Authority to Remove or Repair Dangerous Buildings

§ 155-1. Structures rendering public ways and places dangerous for travel or use.

It shall be unlawful for any person knowingly to have, own, occupy, keep, maintain or permit any building, porch, awning, wall, chimney, pole, wire or any other structure owned, occupied or controlled by him to be or remain in such condition as to render any street, alley or other public way or any public place dangerous for travel or other public use by the citizens of the Town or any other person lawfully using such streets, alleys or other public ways or places.

§ 155-2. Removal or repair of dangerous buildings, walls or other structures.

- A. The owners of property in the Town shall, at such time or times as the Town Council may prescribe, remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the Town.
- B. The Council, through its own agents or employees, may remove, repair or secure any building, wall or any other structure which might endanger the public health or safety of other residents of the Town, wherein the owner of such property, after reasonable notice and a reasonable time to do so, has failed to remove, repair or secure said building, wall or other structure.
- C. In the event that the Council, through its own agents or employees, removes, repairs or secures any building, wall or any other structure after complying with the notice provisions of this section, the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the Town as taxes and levies are collected.
- D. Every charge authorized by this section with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property.

Article II. Special Authority to Order Demolition or Renovation of Derelict Buildings Eligible for Tax Abatement Program

[1] *Editor's Note: See Ch. 389, Taxation, Art. VI, Real Estate Tax Abatement Program.*

§ 155-3. Definitions.

As used in this article, the following terms shall have the meanings indicated:

DERELICT BUILDING

A residential or nonresidential building or structure, whether or not construction has been completed, that might endanger the public's health, safety or welfare and which, for a continuous period in excess of six months, has been vacant, boarded up in accordance with the building code and not lawfully connected to electric service from a utility service provider or not lawfully connected to any required water or sewer service from a utility service provider.

§ 155-4. Authority to order demolition or renovation of derelict buildings.

Because the Town has enacted a tax abatement ordinance that enables it to abate the property tax attributable to derelict buildings, it is authorized by Code of Virginia, § 15.2-907.1 to enact this article for the demolition or renovation of derelict buildings.

§ 155-5. Procedure for ordering demolition or renovation of derelict buildings.

- A. Upon declaring that a particular building or structure is a derelict building, as defined in this article, the Town shall notify the owner of such derelict building of its declaration. Alternatively, the owner of a building may apply to the Town and request that such building be declared a derelict building for the purposes of this article.
- B. Upon the declaration that a building is a derelict building within the meaning of this article, the Town shall notify the owner of such building, in writing, that he is required to submit to the Town within 90 days of the date of such declaration a plan to demolish or renovate the building to address the items that endanger the public's health, safety or welfare as listed in said notification. Such notification shall be delivered to the address listed on the real estate tax assessment record of the Town and may be sent by first-class mail so long as the Town obtains a certificate of mailing from the U.S. Postal Service. Such a mailing shall constitute delivery pursuant to this section.
- C. Within 90 days of delivery of the declaration referred to in Subsection **B**, the owners of the property referred to therein shall submit a plan to demolish or renovate any building that has been declared a derelict building. The plan may be on a form developed by the Town and shall include a proposed time within which the plan will be commenced and completed. The plan may include one or more adjacent properties of the owner, whether or not all of such properties may have been declared derelict buildings.
- D. If the Town delivers written notice and the owner of the derelict building has not submitted a plan to the Town within 90 days, as provided in Subsection **C**, the Town may exercise such remedies as provided in this section or as otherwise provided by law.

- E. The plan developed pursuant to this article shall be subject to approval by the Town. Upon approval of the plan and at the request of the owner, the Town shall meet with the owner and provide information to the owner on land use and permitting requirements for demolition or renovation.
- F. If the property owner's plan is to demolish the derelict building, the building permit application of such owner shall be expedited. If the owner has completed the demolition within 90 days of the date of the building permit issuance, the Town shall refund any building and demolition permit fees. This section shall not supersede any ordinance adopted pursuant to Code of Virginia, § 15.2-2306, relative to historic districts.
- G. If the property owner's plan is to renovate the derelict building, and no rezoning is required for the owner's intended use of the property, the site plan or subdivision application and the building permit, as applicable, shall be expedited. The site plan or subdivision fees may be refunded, all or in part, but in no event shall the site plan or subdivision fees exceed the lesser of 50% of the standard fees established by the ordinance for site plan or subdivision applications for the proposed use of the property, or \$5,000 per property. The building permit fees may be refunded, all or in part, but in no event shall the building permit fees exceed the lesser of 50% of the standard fees established by the ordinance for building permit applications for the proposed use of the property, or \$5,000 per property.
- H. Prior to commencement of a plan to demolish or renovate the derelict building, at the request of the property owner, the real estate assessor shall make an assessment of the property in its current derelict condition. On the building permit application, the owner shall declare the costs of demolition or the costs of materials and labor to complete the renovation. At the request of the property owner, after demolition or renovation of the derelict building, the real estate assessor shall reflect the fair market value of the demolition costs or the fair market value of the renovation improvements, and reflect such value in the real estate tax assessment records. The real estate tax on an amount equal to the costs of demolition or an amount equal to the increase in the fair market value of the renovations shall be abated for a period of not less than 15 years and is transferable with the property. The abatement of taxes for demolition shall not apply if the structure demolished is a registered Virginia landmark or is determined by the Department of Historic Resources to contribute to the significance of a registered historic district.

§ 155-6. Other remedies preserved.

Notwithstanding the provisions of this section, the Town may proceed to make repairs and secure the building under Code of Virginia, § 15.2-906, or the Town may proceed to abate or remove a nuisance under Code of Virginia § 15.2-900. In addition, the Town may exercise such remedies as may exist under the Uniform Statewide Building Code^[1] and may exercise such other remedies available under general and special law.

[1] *Editor's Note: See Code of Virginia § 36-97 et seq.*



Town of Mineral

Section I, Item 1.

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

June 11, 2025

Stewart Cameron
9376 Fredericks Hall Road
Mineral, Va 23117

RE: 623 Mineral Ave., Mineral, VA 23117

Dear Mr. Cameron,

At the April 10, 2025, Mineral Town Council meeting, the Town Council asked that you keep Town staff informed as to any progress or updates regarding the rehabilitation of the above referenced property, which appears to be abandoned and/or derelict, and therefore might endanger the public health or safety of other residents. Council asked that you provide that information to Town staff prior to their next regular meeting, which was on April 14.

As of the date of this letter, we have not received any communication from you regarding the property.

Council has asked me to reach out and request that you attend the next regular Council meeting on July 14, 2025, to provide an update on the property.

Should you have any questions or concerns, please do not hesitate to contact me. Otherwise, we look forward to seeing you at the July 14, 2025, Town Council meeting.

Regards,

TOWN OF MINERAL
C. Nicole Washington
Town Manager

cc: Virginia Lee Trice
Julia Cameron



Town of Mineral

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

October 24, 2025

Stewart Cameron
9376 Fredericks Hall Rd
Mineral, Virginia 23117

RE: 623 Mineral Ave., Mineral, VA 23117/Louisa County Parcel ID Nos. 43B2-298-21 and 43B2-298-22

Dear Mr. Cameron or Owner of 623 Mineral Avenue,

At the April 10, 2025, Mineral Town Council meeting, the Town Council asked that you, Mr. Cameron, keep Town staff informed as to any progress or updates regarding the rehabilitation and repair of the above referenced property, which might endanger the public health or safety of other Town residents and appears to be abandoned and/or derelict. Council asked that you provide that information to Town staff prior to their next regular meeting.

After neither staff nor Council received any additional information, and you did not appear at that next meeting, the Town Manager reached out in June to ask that you provide an update at Council's July 14 meeting. They did not receive a response to that request, and you did not appear on July 14 to provide an update for Council. As of the date of this letter, we have not received any meaningful communication from you regarding the property.

Please reply within 15 days of this letter with information and documentation delivered to the Town offices that indicates that the structure at 623 Mineral Avenue is being either rehabilitated and repaired, or removed. If we do not have the requested information or documentation from you by November 10th, the Town will be referring the matter to the Building Official for Louisa County or may take other action as is deemed necessary.

Regards,

TOWN OF MINERAL
Robert J. Sproul,
Town Attorney

cc: 623 Mineral Ave, Mineral, Virginia 23117

Nov 8,2025

Town of Mineral
312 Mineral Avenue
Mineral Virginia 23117

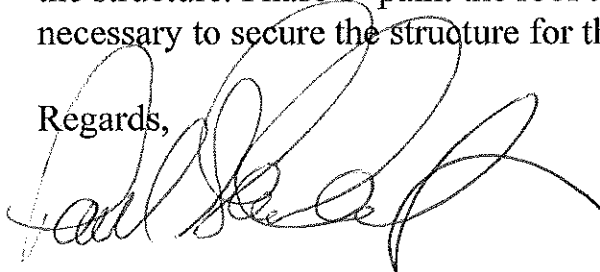
Dear Mr. Sproul,

RE: 623 Mineral Ave., Mineral Va. 23117 / Louisa County Parcel ID Nos. 43B2 –
298 lots 21 & 22

In response to your letter dated October 24, 2025, I did attend the July 14,2025 and provided council with an update. This can be verified by the video of that meeting provided on YouTube under Public Comment as I was there, (in person) as you will hear me state my name and address @ 6 minutes into the meeting.

Secondly, to answer the question of the third paragraph, our plan is to rehabilitate the structure. Phase 1- paint the roof and repair and or replace the windowpanes as necessary to secure the structure for the winter.

Regards,



Paul Stewart Cameron Jr.
9376 Fredericks Hall Rd.
Mineral Va. 23117

TOWN COMMITTEES AS OF NOVEMBER 18, 2025

Names in bold are the chairperson of the committee.

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

CEMETARY---Becky & Bob

PERSONNEL---Bernice & Afton

PARKS---Bernice & Bob

COMMUNICATIONS---Bernice & Michelle

BUSINESS ASSOCIATION this is a new committee I am adding to allow Town Businesses the opportunity to contribute to what they would like to see happen in town.

<nwashington@townofmineral.net>

Letter of Interest - Town of Mineral Planning Commission

1 message

Maggie Waidler [REDACTED] > Mon, Nov 3, 2025 at 2:33 PM To: nwashington@townofmineral.net

Dear Town Manager,

I'm writing to express my interest in being appointed to the Town of Mineral Planning Commission. I recently learned of the opportunity through community contacts and would be honored to contribute to the thoughtful growth and development of Mineral.

I bring a background that combines leadership, technical expertise, and strong organizational skills. Before serving six years in the U.S. Navy working in nuclear technology, I held a managerial position at a grocery store where I oversaw operations, staff training, and customer service. Both experiences strengthened my ability to collaborate, stay detail oriented, and make thoughtful, practical decisions.

I'm interested in serving because I care deeply about maintaining Mineral's character while supporting responsible growth. I'd welcome the chance to learn more about the town's planning priorities and contribute a practical, solutions-focused perspective to the commission's discussions.

My resume is attached for your reference. Please let me know if you need any additional information or would like to schedule a time to talk. Thank you for your time and consideration.

Sincerely,
Maggie Waidler

[REDACTED]

**Resume - Town of Mineral Planning Commission.pdf**
94K

<https://mail.google.com/mail/u/0/?ik=d377d4b166&view=pt&search=all&permthid=thread-f:1847798946126547665&simpl=msg-f:1847798946126547665> 1/1

MAGGIE WAIDLER

WORK EXPERIENCE

Clay & Ivory Interiors - Owner/Founder
Mineral, VA | August 2025 - Present

- Operate a home staging, interior decorating, and real estate photography business serving local homeowners and real estate agents.
- Manage all aspects of operations including client communications, contracts, project planning, and budgeting.

United States Navy - Nuclear Machinist's Mate
Norfolk, VA | October 2018 - May 2025

- Operated and maintained complex nuclear propulsion systems, ensuring strict adherence to technical and safety standards in high pressure environments.
- As a supervisor, optimized operational processes, resulting in an 83% increase in divisional productivity.

Mid-Florida Heating & Air - Customer Service Representative & Billing Associate
Lady Lake, FL | July 2017 - October 2018

- Coordinated scheduling and billing for 500+ customer accounts while improving communication between service teams and clients.
- Streamlined billing processes over a 2-month period at the company headquarters, increasing departmental efficiency in the long-term.

Winn-Dixie - Dairy Lead, Grocery Lead & Manager
Silver Springs, FL | July 2015 - July 2017

- Supervised daily departmental operations, overseeing ordering, merchandising, and staff coordination to ensure a smooth customer experience and store performance.
- Maintained store inventory based on historical data and sales predictions, leading to minimal out-of-stock and out-of-date items.

Mineral, Virginia



EDUCATION

Thomas Edison State University
October 2022 - Present
Working toward a Bachelor of Science in Business Administration (Marketing)

RELEVANT LIFE EXPERIENCE

As a mother to two children, I have developed strong organizational and planning skills by managing day-to-day routines and schedules, all while balancing multiple personal and professional responsibilities.

SKILLS

- Organization
- Strategic Planning
- Inventory Management • Interpersonal Skills
- Attention to Detail
- Communication

- Multi-Tasking
- Strong Analytical Skills • Ethical Leadership

11/10/25, 10:23 AM Town of Mineral Mail - Ryan Stowe Planning Commission

Nicole Washington

<nwashington@townofmineral.net>

Ryan Stowe Planning Commission

1 message

Ryan Stowe [REDACTED] > Fri, Nov 7, 2025 at 8:04 PM To: "TownClerk@townofmineral.net" <TownClerk@townofmineral.net>, "nwashington@townofmineral.net" <nwashington@townofmineral.net>

Hello,

I am hoping to join the planning commission and have attached my letter detailing my qualifications. Please call me at (434) 334-9053 if you have any questions.

Ryan Stowe



Ryan Stowe Planning Commission .docx
13K

<https://mail.google.com/mail/u/0/?ik=d377d4b166&view=pt&search=all&permthid=thread-f:1848182161083293180&simpl=msg-f:1848182161083293180> 1/1

To Whom It May Concern:

My name is Ryan Stowe and I am interested in becoming part of the planning commission for the town of Mineral, VA. My address is 416 St. Frances Ave. I have lived at this address since 2020. My main goal is to maintain what is great about Mineral and improve upon it so that my children and grandchildren will want to live here.

I work in construction and am now the head of commercial sales for Dodson Glass and Mirror in Charlottesville. Prior to this job I have worked as a cost estimator for Kawneer in Harrisonburg and as a project manager and cost estimator for American Door and Glass in Richmond. As a result of my work, I have extensive experience in reading contracts, working with contractors, and navigating the costs associated with construction projects. I believe this experience will be helpful to the commission as it will enable me to participate with authority in the discussion on matters of construction.

In addition to my work experience, I am also a very detail-oriented person and am quite meticulous when completing any task. In my leadership role I have honed my interpersonal skills as I have to manage both my crews and the contractors with which we work to meet scheduling and other expectations.

I hope you will consider me for this position,
Ryan Stowe

P.S. The best way to contact me is through my cellphone, [REDACTED]. Please leave a message if I do not answer.



Town of Mineral

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

GENERAL COMMERCIAL DISTRICT ORDINANCE Ordinance No. 2025-xx

AN ORDINANCE TO REPEAL AND REENACT CHAPTER 425 (ZONING), ARTICLE V (GENERAL COMMERCIAL DISTRICT (GC)) OF THE CODE OF THE TOWN OF MINERAL (1982), AS AMENDED.

BE IT ORDAINED by the Council of the Town of Mineral that the current Chapter 425 (ZONING), Article III shall be repealed, and a new Chapter 425 (ZONING), Article V shall be and is hereby enacted as follows:

Chapter 425. Zoning

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.

§ 425-30. Use regulations.

[Amended 6-13-2005 by Ord. No. 2005-01]

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; and,
2. Public garages,
3. Storage warehouses and yards,
4. Automobile sales, service and rental, and
5. Wholesale and job establishments.
6. Greenhouses and nurseries
7. Parking of automobiles, excluding house trailers, freight trucks and trailers
8. Self-service laundromats
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.

11. Restaurants, Cafes

B. Permitted Use by Conditional Use Permit

1. Trailer courts in conformity with special provisions contained herein.[1] [1] Editor's Note: See § 425-54.
2. Mixed Use Developments – where retail space is at the bottom and apartment(s) at the top.
3. Public billiard parlors and pool rooms, bowling alleys, dance halls and similar forms of public amusement
4. **Specialty Shop: Tobacco retail store and/or Firearms retail store, Adult entertainment and retail stores, etc.**

§ 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 5 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.

§ 425-32. Off-street parking.

See § 425-53.

§ 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.

§ 425-34. Signs.

Refer to Article X.

§ 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.

This Ordinance shall take effect upon adoption.

ORDERED THIS 26TH DAY OF SEPTEMBER 2024.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

Mayor

Date

CERTIFICATION

This ordinance was adopted by Town Council on September 26, 2024.

Nicole Washington
Town Manager – Clerk to Council



Town of Mineral

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

PLANNED UNIT DEVELOPMENT DISTRICT ORDINANCE Ordinance No. 2025-xx

AN ORDINANCE TO REPEAL AND REENACT CHAPTER 425 (ZONING), ARTICLE VI (PLANNED UNIT DEVELOPMENT DISTRICT (PUD)) OF THE CODE OF THE TOWN OF MINERAL (1982), AS AMENDED.

BE IT ORDAINED by the Council of the Town of Mineral that the current Chapter 425 (ZONING), Article VI shall be repealed, and a new Chapter 425 (ZONING), Article VI shall be and is hereby enacted as follows:

Chapter 425. Zoning

ARTICLE VI. Planned Unit Development District (PUD)

§ 425-36. Statement of intent.

A. Planned unit development districts are intended to provide for variety and flexibility in design necessary to implement the varied goals of the Town. Through a planned unit development district approach, the provisions of this article are intended to accomplish the purposes of zoning and other applicable regulations to the same extent as regulations of conventional districts.

B. It shall be Virginia Department of Transportation maintained public roads that planned unit development districts established along major corridors and in growth areas. Applicants' planned unit development master plans should demonstrate a unified development with an interconnected system of internal roads, sidewalks, and paths, as well as management of access points along existing roads in order to maximize safety and the efficiency of existing roads. Pavement widths of internal and external roads shall minimize paving requirements while accommodating projected traffic generated from the district. Planned unit developments allow for a higher density of development for a more efficient use of the designated growth areas and for more effective preservation of the open areas of the Town. Other benefits of a planned unit development include less infrastructure costs, more efficient provision of public safety services, less environmental impact and, through the provision of affordable housing, the achievement of significant economic and social integration.

C. The Planned Unit Development (PUD) shall have an HOA(Home Owner's Association) for the residential portion of the development. This shall include a developed covenants to maintain common open space and/or common facilities serving multiple owners and shall be transferred to the HOA at 75% occupancy of the PUD.

D. The Planned Unit Development (PUD) residential districts are development by a residential developer and is required to have Conditions place on the development of dwellings and/or multi-family units.

§ 425-37. Character of development.

A. "Planned unit development" means a development generally in a designated growth area that utilizes a master plan to identify mixed uses with development standards specific to the proposed use. The goal of a planned unit development district is to encourage a development form and character that is different from conventional suburban development by providing the following characteristics:

1. Pedestrian orientation;
2. Neighborhood-friendly streets and paths;
3. Interconnected streets and transportation networks;
4. Parks and open space as amenities;
5. Neighborhood centers;
6. Buildings and spaces of appropriate scale;
7. Relegated parking;
8. Mixture of uses and use types;
9. Mixture of housing types and affordability;
10. Environmentally sensitive design; and
11. Clear boundaries with any surrounding rural areas.

B. An application is not necessarily required to possess every characteristic of the planned unit development district as delineated in Subsection A in order to be approved. The size of the proposed district, its integration with surrounding districts, or other similar factors may prevent the application from possessing every characteristic.

§ 425-38. Permitted uses generally.

In a planned unit development district, uses permitted by right in the use district given that these uses are developed by a residential builder with conditions. The districts permitted must follow the use regulations and setback regulations of said district

1. Residential Limited District, (as permitted in the R-L district)
2. Residential General District (as permitted in the R-G district)

§ 425-39. Permitted uses with conditional use permit.

1. Light Commercial (as permitted in the LC district)
2. General Commercial (as permitted in the GC district)
3. Multi-family units.
4. Modular homes or homes that are not traditionally built/ block homes.

Uses not listed in this section 425-39 may require a conditional use permit if specifically enumerated in the applicant's final master plan.

§ 425-40. Mixture of uses.

The PUD shall contain a variety of housing types and nonresidential uses. The mixture of uses may be obtained with different uses in different buildings or a mixture of uses within the same building.

§ 425-41. Minimum area for planned unit development.

A. Minimum area required for the establishment of a planned unit development district shall be 10 acres.

B. Additional area may be added to an established planned unit development district if it adjoins and forms a logical addition to the approved development. The procedure for the addition of land to the planned unit development district shall be the same as if an original application was filed, and all requirements shall apply except the minimum lot area requirement as set forth above.

§ 425-42. Open space.

Open space promotes attractive and unique developments that are also environmentally conscious. For the purposes of this section, the term "open space" shall not include roads and sidewalks. Planned unit developments shall include the following:

- A. Not less than 30% of total acreage shall be open space, whether dedicated to public use or retained privately by Homeowners Association.
- B. Open space shall be dedicated in a logical relationship to the site and in accordance with any guidance from the Town's Comprehensive Plan regarding significant open space.
- C. Improvements shall be configured to accommodate permitted, accessory and conditional uses in an orderly relationship with one another, with the greatest amount of open area and with the least disturbance to natural features.
- D. Multiple family (PARK INFO)
- E. Parking lots for parks shall be paved.

§ 425-43. Densities.

- A. The gross and net residential densities shall be shown on the applicant's approved final master plan by area and for the development as a whole in dwelling units per acre and shall be binding upon its approval. The overall gross density so approved shall be determined by the Town Council with reference to the Town's Comprehensive Plan but shall not exceed 3 dwelling units per acre.
- B. Nonresidential density should be expressed in terms of total square footage by area and for the development as a whole. There is no maximum square footage for nonresidential uses, but the proposed uses should be in proportion to the overall intent and functionality of the planned district concept.

§ 425-44. Setback regulations.

- A. Within the planned unit development district, minimum setback ranges shall follow the setback regulations of the use district adopted. Specific setbacks may be approved administratively in the site plan process if they are in conformance with the established ranges or a rezoning will be required. The following guidelines shall be used in establishing the building spacing and setbacks:
 - 1. Areas between buildings used as service yards, storage of trash, or for other utility purposes should be designed so as to be compatible with adjoining buildings.
 - 2. Building spacing and design shall incorporate privacy for outdoor activity areas (patios, decks, etc.) associated with individual dwelling units whenever feasible; and
 - 3. Yards located at the perimeter of the planned unit development district shall conform to the setback requirements of the adjoining district or to the setback requirements of the planned district, whichever is greater.

B. In no case shall setbacks interfere with public safety issues such as sight lines and utilities, including other public infrastructure such as sidewalks, open space, etc.

§ 425-45. Height of buildings.

A. In the planned unit development district, the height regulations shall be:

1. Single-family residences: 40 feet (maximum).
2. Banks, office buildings and hotels: 60 feet (maximum).
3. Apartments, shopping centers, and other permitted buildings: 60 feet (maximum).

B. Conditional use permits are required for structures exceeding the maximums listed in this section.

C. All accessory buildings shall generally be less than the main building in height.

§ 425-46. Parking.

Within the planned unit development district, the applicant shall establish parking regulations for consideration by the Town Council. The proposed regulations shall be based on a parking needs study or equivalent data.

§ 425-47. Utilities.

All new utility lines, electric, telephone, fiber, cable television lines, etc., shall be placed underground.

§ 425-48. Waivers and modifications.

Where sections of this chapter or the Subdivision Ordinance are deemed to be in conflict with the goals of the applicant's final master plan, the rezoning application shall be considered a waiver or modification to these sections if specified in the applicant's final master plan. Otherwise, the applicant must provide a clear explanation as to why certain regulations are in conflict with the applicant's final master plan, demonstrate that the public's health, safety and welfare will not be compromised, and request the specific waivers or modifications to be considered by the Town Council after a public hearing.

§ 425-49. Application for rezoning.

A. The applicant shall file an application for rezoning with the Zoning Administrator, Town of Mineral. The application shall consist of three primary sections: a narrative, an existing conditions map and a master plan.

1. Narrative.

- (a) A general statement of objectives to be achieved by the planned district, including a description of the character of the proposed development and the market for which the development is oriented.
- (b) A list of all adjacent property owners.
- (c) Site development standards, including but not limited to density, setbacks, maximum heights, and lot coverage.
- (d) Utilities requirement and implementation plan.
- (e) Phased implementation plan, with Commercial development in Phase II
- (f) Comprehensive sign plan.

(g) Statements pertaining to any architectural and community design guidelines shall be submitted in sufficient detail to provide information on building designs, orientations, styles, lighting plans, etc.

2. Existing conditions map.

(a) Topography, including steep slopes (greater than 15%).

(b) Water features.

(c) Roadways.

(d) Structures.

(e) Tree lines.

(f) Major utilities.

(g) Significant environmental features.

(h) Existing and proposed ownership of the site along with all adjacent property owners.

3. Master plan. The preliminary master plan shall be of sufficient clarity and scale to accurately identify the location, nature, and character of the proposed planned unit development district. At a minimum, the preliminary master plan shall include the following:

(a) Proposed layout of the planned unit development district, including the general location of uses, types of uses, and density range of uses;

(b) Methods of access from existing state-maintained roads to proposed areas of development;

(c) General road alignments;

(d) General alignments of sidewalks and bicycle and pedestrian facilities;

(e) A general water layout plan indicating the intended size and location of primary lines and the general location of fire hydrants (e.g., one every two blocks, etc.);

(f) A general sanitary sewer layout indicating the size and location of primary lines and the location of pump stations;

(g) Utility easement; and

(h) A general plan showing the location and acreage of the active and passive recreation spaces, parks and other public open areas.

B. Additionally, an environmental impact study by a disinterested party and a traffic study by the Virginia Department of Transportation are required to be submitted as part of the application package.

C. The charter. Regulations and other governing documents of any Homeowners Association property associations shall be reviewed by the town attorney, prior to final site plan approval.

D. The Planning Commission shall review the applicant's preliminary master plan for the proposed planned unit development district, consider it at a scheduled public hearing, and forward its recommendation along with the preliminary master plan to the Town Council for consideration. The Town Council shall hold a public hearing thereon, pursuant to public notice as required by Virginia Code § 15.2-2204, after which the Town Council may make appropriate changes or corrections in the ordinance or proposed amendment. However, no land may be zoned to a more intensive use classification than was contained in the public notice without an additional public hearing after notice required by Virginia Code § 15.2-2204. Such ordinances shall be enacted in the same

manner as other zoning ordinances. The plan approved by the Town Council shall constitute the final master plan for the planned unit development district.

E. Once the Town Council has approved the final master plan, all accepted conditions and elements of the plan shall constitute proffers, enforceable by the Zoning Administrator.

F. The plan shall be in substantial conformance with the approved final master plan. The Zoning Administrator shall approve or disapprove a final site development plan within 60 days from the receipt of such plan. Such final site development plan may include one or more sections of the overall planned unit development district and shall meet all applicable federal, state, county and Town regulations and shall contain specific details of information required generally in the preliminary plan.

This Ordinance shall take effect upon adoption.

ORDERED THIS xTH DAY OF.

THE FOREGOING ORDINANCE WAS DULY ADOPTED BY THE FOLLOWING:

VOTE:

Mayor

Date

CERTIFICATION

This ordinance was adopted by Town Council on xxxx

Nicole Washington
Town Manager

Chapter 425, Article XI

§ 425-61. Violations and penalties.

1. Any building erected or improvements constructed contrary to any provision of this chapter or any use of any building or land which is constructed, operated or maintained contrary to any provisions of this chapter or contrary to any plan approved under the provisions of this chapter shall be unlawful.
2. Any person, whether owner, lessee, principal, agent, employee or otherwise, who violates any of the provisions of this chapter, permits any such violations, fails to comply with any of the requirements hereof or who erects any building or uses any building or land in violation of the provisions of this chapter shall be subject to the enforcement provisions of this section. In acting to enforce this chapter, the Zoning Administrator, or other authorized employee or official of the Town shall act in the name of the Town. The Zoning Administrator shall have all necessary authority on behalf of the Town Council to administer and enforce this chapter, including the ordering in writing of the remedying of any condition found in violation of this chapter, and the bringing of legal action to ensure compliance with this chapter, including injunction, abatement or other appropriate action or proceeding.
3. Criminal violations and sanctions. Any violation of the provisions of this chapter that results in physical harm or injury to any person shall be deemed a criminal misdemeanor, and upon conviction thereof, shall be punishable by a fine of not more than \$1,000.00 for each separate offense. Failure to remove or abate a zoning violation within the time specified in an order by the zoning administrator shall constitute a separate violation, and any such failure during any succeeding ten-day period shall constitute a separate offense punishable by a fine of not less than \$100.00 and not more than \$1,000.00.
4. Civil violations and penalties. Any violations of the provisions of this chapter other than those set forth in subsection (3) of this section shall be deemed a civil violation and upon an admission of liability or finding of liability shall be punishable by a fine of \$200.00 for the first charge and \$500.00 for each additional charge.
 - a. Each day during which the violation is found to have existed shall constitute a separate offense. However, specified violations resulting from the same operative set of facts shall not be charged more frequently than once in any ten-day period, and a series of violations arising from the same operative set of facts shall not result in civil penalties which exceed \$5,000.00.
 - b. After such civil penalties total \$5,000.00, violations rising from the same operative set of facts may be prosecuted as a criminal misdemeanor under § 425-61(3).

- c. Nothing in this section shall be construed as to prohibit the Town Council or the Zoning Administrator from bringing legal action to remedy any violation by injunction, abatement or other appropriate action or proceeding, as authorized by law. The existence of a civil penalty shall not preclude action by the Zoning Administrator under subdivision A 4 of Va. Code § 15.2-2286 or action by the Town Council under Va. Code § 15.2-2208.
 - d. The provisions of Code of Virginia, § 15.2-2209, regarding issuance of civil summons, the opportunity to make all appearances in person or by mail, waiver or trial and admission of liability, right of trial and appeal, are hereby adopted by reference, mutatis mutandis.
 - e. Such penalties levied will become liens upon the real property pursuant to Va. Code § 15.2-104 and will accumulate interest at the judgment rate of interest.
5. After having served a notice of violation to any person committing or permitting a violation of the Zoning Ordinance provisions as listed in this section, and if such violation is not ceased within such reasonable time as is specified in such notice, the Zoning Administrator may issue a summons and/or ticket to be served upon such person or posted in a conspicuous location at the site of the violation. If a person agrees, in writing, to comply with a notice of violation, and agrees to cease said violation, no further fines or penalties shall be levied after the date of such agreement, provided such agreement is complied with.
6. The summons or ticket shall provide that any person summoned for a violation may elect to pay the civil penalty by making an appearance in person or in writing by mail to the Town at least 72 hours prior to the time and date fixed for trial, and by such appearance may enter a waiver of trial, admit liability, and pay the civil penalty established for the offense charged. Such summons shall provide that a signature to an admission of liability shall have the same force and effect as a judgment of court; however, an admission of liability or finding of liability shall not be deemed a criminal conviction for any purpose.
7. If a person charged with a violation does not elect to enter a waiver of trial and admit liability, the violation shall be tried in the general district courts in the same manner and with the same right of appeal as provided by law. If the violation remains uncorrected at the time of the admission of liability or finding of liability, the court may order the violator to abate or remedy the violation in order to comply with the zoning ordinance. A finding of liability will not be deemed a criminal conviction for any purpose unless the violation is prosecuted as a criminal misdemeanor pursuant to this Section.
8. The remedies provided for in this section are cumulative and not exclusive and may be in addition to any other remedies provided by law.

ARTICLE XI Administration and Enforcement

§ 425-59. Enforcement officer.

This chapter shall be enforced by the Zoning Administrator who shall be appointed by the Town Council and who, as well as his successors, shall serve at the pleasure of the Town Council and whose compensation as such shall be fixed by resolution of the Town Council.

§ 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.

§ 425-61. Violations and penalties.

Any person, firm or corporation, whether as principal, agent, employee or otherwise, violating or causing or permitting the violation of any of the provisions of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$10 nor more than \$1,000. Such person, firm or corporation shall be deemed to be guilty of a separate offense for each and every day during which any portion of any violation of this chapter is committed, continued, or permitted by such person, firm, or corporation and shall be punishable as herein provided.

Cross reference(s)—Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. III).

Christmas Drive

Items to donate:

coats
socks
underwear
gloves
hats

Items to donate:

non-perishable food
canned goods
boxed food
drinks

**All items must
be new**

Town of Mineral is partnering
with the
SANTA COUNCIL, and the
RESOURCE CENTER
to provide food, toys and
essentials
to families in need.

Drop-off is located at
312 Mineral Ave

In Memory of
Roy Lee Payne

Items to donate:

Toys of all ages

Items to donate:

Tooth paste
Tooth brush
Soap
Towels
All essentials

December 12 @ 6pm - 8pm

Town of Mineral

HOLIDAY GLOW



Body

Join us in a
Holiday
celebration.
Come see the
lighting of the
tree and more!

Bethel Brews
Dosier Donuts
Music
and more!

Where:
Town Hall





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 December/January Events

December 8 - Town Council Meeting - 6:30PM

December 12 - Town Christmas Tree Lighting - 6:00PM

December 24 - Christmas Eve - Town Office & DMV Close at 12:00PM

December 25 - Christmas - Town Office & DMV Closed

December 26 - Town Office & DMV Closed

December 31 - New Year's Eve - Town Office & DMV Close at 12:00PM

January 1 - New Year's Day - Town Office & DMV Closed

January 2 - Town Office & DMV Closed

January 12 - Town Council Meeting - 6:30PM

January 19 - MLK Day - Town Office & DMV Closed

January 22 - Planning Commission Meeting - 6:30PM



Merry Christmas
Happy New Year!

