



MINERAL COUNCIL SPECIAL MEETING AGENDA

August 06, 2026 at 5:00 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townofmineral.net

A. CALL TO ORDER

B. ROLL CALL

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

E. PUBLIC COMMENT

F. OLD BUSINESS

1. Budget

G. NEW BUSINESS

1. Attorney invoices (bills) & contacts with council & mayor. Discuss his previous bill.
2. Council members doing administrative work. There is a contractor available.
3. Town Charter Annulment
4. Employee complaints & welfare.
5. Treasurer's office - water bills, bills that need to be paid, treasurers report.
6. No minutes since April

H. ADJOURN

DRAFT BUDGET FY27 - TREASURER RECOMMENDATIONS							
	FY 26 Budget	FY 26 Actual thru 4.30.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 TREAS RECOM	FY 27 Approved
100 General Fund							
100-011000-0004 NOTARY FEES	\$300.00	\$60.00	\$72.00		\$100.00		
100-011000-0005 FOIA REVENUE	\$500.00	\$25.00	\$30.00		\$500.00		
100-011010-2023 2023 & PRIOR YEARS REAL ESTATE TAXES	\$1,000.00	\$0.00	\$0.00		\$1,000.00		
100-011010-2024 2024 REAL ESTATE TAXES	\$0.00	\$370.12	\$444.14		\$500.00		
100-011010-2025 2025 REAL ESTATE TAX REVENUE	\$125,000.00	\$121,059.84	\$125,000.00		\$3,000.00		
100-011010-2026 2026 REAL ESTATE TAX REVENUE	\$0.00	\$0.00	\$0.00		\$130,000.00		
100-011020-0001 CURRENT YEARS PUBLIC SERVICE	\$8,500.00	\$11,893.96	\$11,913.82		\$12,000.00		
100-011030-2023 2023 & PRIOR YEARS PERSONAL PROPERTY TAXES	\$500.00	\$261.87	\$314.24		\$500.00		
100-011030-2024 2024 PERSONAL PROPERTY TAXES	\$0.00	\$605.35	\$726.42		\$500.00		
100-011030-2025 2025 PERSONAL PROPERTY TAX REVENUE	\$25,000.00	\$18,330.12	\$21,996.14		\$3,000.00		
100-011030-2026 2026 PERSONAL PROPERTY TAX REVENUE	\$0.00	\$0.00	\$0.00		\$30,000.00		
100-011060-0001 TAX PENALTY - REAL ESTATE	\$1,000.00	\$1,376.90	\$1,652.28		\$1,500.00		
100-011060-0002 TAX INTEREST - REAL ESTATE	\$1,000.00	\$47.76	\$57.31		\$1,000.00		
100-011060-0003 TAX PENALTY - PERSONAL PROPERTY	\$500.00	\$679.87	\$815.84		\$500.00		
100-011060-0004 TAX INTEREST - PERSONAL PROPERTY	\$100.00	\$328.31	\$393.97		\$500.00		
100-015100-0001 INTEREST EARNED-LGIP	\$20,000.00	\$13,782.50	\$16,539.00		\$17,000.00		
100-016099-0003 TRASH REVENUE	\$1,100.00	\$1,865.02	\$2,238.02		\$2,200.00		
100-019000-0001 RETURN CHECK FEE	\$100.00	\$25.00	\$30.00		\$100.00		
100-120101-0001 LOCAL SALES TAX REVENUE	\$40,000.00	\$43,916.93	\$52,700.32		\$55,000.00		
100-120201-0001 CONSUMER UTILITY TAX REVENUE	\$1,100.00	\$599.30	\$719.16		\$1,000.00		
100-120301-0001 BUSINESS LICENSE REVENUE	\$30,000.00	\$32,532.01	\$32,600.00		\$32,000.00		
100-120501-0001 VEHICLE LICENSE FEES	\$7,000.00	\$6,868.14	\$8,241.77		\$9,000.00		
100-120601-0001 BANK STOCK TAX REVENUE	\$50,000.00	\$0.00	\$80,660.00		\$80,000.00		
100-120701-0001 ROLLING STOCK TAX	\$1,200.00	\$0.00	\$1,200.00		\$1,200.00		
100-121001-0001 TRANSIENT OCCUPANCY TAX REVENUE	\$2,000.00	\$1,044.01	\$1,252.81		\$2,000.00		
100-121101-0001 MEAL TAX REVENUE	\$90,000.00	\$84,400.51	\$101,280.61		\$100,000.00		
100-130306-0001 ZONING PERMITS/FEE	\$1,500.00	\$1,800.00	\$2,160.00		\$2,000.00		
100-150361-0001 DMV SELECT REVENUE	\$500,000.00	\$291,090.94	\$349,309.13		\$350,000.00		
100-189000-0900 MISCELLANEOUS REVENUE	\$1,000.00	\$29,159.46	\$29,159.46		\$1,000.00		
100-189000-0910 RENTAL REVENUE	\$1,300.00	\$1,210.00	\$1,320.00		\$1,500.00		
100-220110-0001 PPTR REIMBURSEMENT	\$0.00	\$4,415.72	\$4,415.72		\$6,000.00		
100-220111-0001 COMMUNICATION TAX REVENUE	\$1,200.00	\$946.58	\$1,135.90		\$1,200.00		
100-220112-0001 CAR RENTAL DISTRIBUTION REVENUE	\$6,000.00	\$6,539.07	\$7,846.88		\$8,000.00		
100-240407-0001 LITTER GRANT	\$2,000.00	\$1,658.56	\$1,658.56		\$2,000.00		
100-240412-0001 VIRGINIA FIRE PROGRAM REVENUE	\$15,000.00	\$15,000.00	\$15,000.00		\$15,000.00		
Revenues - General Fund	\$933,900.00	\$691,892.85	\$872,883.52	\$0.00	\$870,800.00		

	FY 26 Budget	FY 26 Actual thru 4.30.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 TREAS RECOM	FY 27 Approved
Expenses - General Fund							
012110- Council/Town Manager's Expenses							
100-012110-1101 WAGES AND SALARIES	\$95,000.00	\$66,464.54	\$66,464.54		\$90,000.00		
100-012110-2100 FICA	\$7,668.00	\$4,937.51	\$5,044.61		\$6,885.00		
100-012110-2210 VRS	\$1,663.00	\$0.00	\$0.00		\$0.00		
100-012110-2220 401K EMPLOYER MATCH	\$0.00	\$660.81	\$792.97		\$900.00		
100-012110-2230 457 EMPLOYER MATCH	\$0.00	\$1,652.14	\$1,982.57		\$2,250.00		
100-012110-2300 HEALTH PLAN	\$13,510.00	\$6,598.12	\$6,598.12		\$16,890.00		
100-012110-2400 GROUP LIFE	\$1,300.00	\$738.94	\$738.94		\$800.00		
100-012110-2500 DISABILITY INSURANCE	\$808.00	\$463.46	\$463.46		\$500.00		
100-012110-3120 PROFESSIONAL SERVICES (ATTORNEY)	\$40,000.00	\$15,159.00	\$18,190.80		\$100,000.00	\$25,000.00	
100-012110-3160 COUNCIL COMPENSATION	\$7,200.00	\$6,500.00	\$7,900.00		\$8,400.00		
100-012110-3500 COPIER EXPENSE	\$0.00	\$196.71	\$236.05		\$1,000.00	\$250.00	
100-012110-3600 ADVERTISING/NOTICES	\$3,500.00	\$3,298.07	\$3,957.68		\$3,500.00	\$4,000.00	
100-012110-5300 TOWN INSURANCE (GF)	\$15,000.00	\$11,108.00	\$11,108.00		\$12,000.00		
100-012110-5545 CONFERENCE EXPENSES/TRAINING	\$4,000.00	\$1,722.88	\$2,067.46		\$1,000.00		
100-012110-5810 MEMBERSHIP DUES	\$2,500.00	\$1,875.00	\$2,250.00		\$2,000.00		
100-012110-5840 MISCELLANEOUS EXPENSE	\$250.00	\$1,318.09	\$1,581.71		\$250.00		
100-012110-6001 COUNCIL & PC PRINTING & SUPPLIES	\$1,500.00	\$672.33	\$806.80		\$0.00	\$1,000.00	
012110 - Council/Town Manager's Expenses	\$193,899.00	\$123,365.60	\$130,183.71	\$0.00	\$246,375.00	\$172,125.00	
012410 Clerk/Treasurer Expenses							
100-012410-1101 WAGES AND SALARIES	\$113,946.00	\$77,697.00	\$93,236.40		\$112,200.00		
100-012410-1200 WAGES AND SALARIES PT	\$0.00	\$0.00	\$0.00		\$0.00		
100-012410-2100 FICA	\$8,717.00	\$5,686.37	\$6,823.64		\$8,500.00		
100-012410-2210 VRS	\$1,915.00	\$0.00	\$0.00		\$0.00		
100-012410-2220 401K EMPLOYER MATCH	\$0.00	\$579.90	\$695.88		\$700.00		
100-012410-2230 457 EMPLOYER MATCH	\$0.00	\$834.90	\$1,001.88		\$1,000.00		
100-012410-2300 HEALTH PLAN	\$21,620.00	\$5,628.30	\$6,753.96		\$16,890.00		
100-012410-2400 GROUP LIFE	\$1,527.00	\$928.90	\$1,114.68		\$1,000.00	\$1,200.00	
100-012410-2500 DISABILITY INSURANCE	\$969.00	\$582.54	\$699.05		\$600.00	\$700.00	
100-012410-3120 PROFESSIONAL SERVICES - AUDIT	\$15,000.00	\$0.00	\$0.00		\$39,000.00	\$19,500.00	
100-012410-3121 PROFESSIONAL SERVICES - CPA	\$8,000.00	\$0.00	\$0.00		\$16,000.00	\$8,000.00	
100-012410-3122 POLICE AND LEGAL MATTERS	\$1,000.00	\$0.00	\$0.00		\$1,000.00		
100-012410-3152 WEB BASED SERVICES AND SOFTWARE	\$35,000.00	\$17,539.35	\$21,047.22		\$35,000.00		
100-012410-3310 OFFICE EQUIPMENT & COMPUTER HARDWARE	\$0.00	\$0.00	\$0.00		\$0.00		
100-012410-3500 COPIER EXPENSE & LEASE	\$5,000.00	\$6,854.34	\$8,225.21		\$7,000.00	\$8,000.00	
100-012410-3600 LATE FEES/PENALTIES	\$100.00	\$0.53	\$0.64		\$25.00		
100-012410-3601 BANK FEES	\$400.00	\$1,330.46	\$1,596.55		\$1,300.00	\$1,500.00	
100-012410-5210 POSTAGE	\$1,000.00	\$932.85	\$1,119.42		\$1,000.00	\$1,200.00	

	FY 26 Budget	FY 26 Actual thru 4.30.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 TREAS RECOM	FY 27 Approved
100-012410-5230 TELECOMMUNICATIONS	\$7,000.00	\$8,470.10	\$10,164.12		\$9,000.00	\$10,000.00	
100-012410-5240 INTERNET EXPENSE	\$24,000.00	\$27,657.47	\$33,188.96		\$33,000.00		
100-012410-5540 EDUCATION/TRAINING	\$1,000.00	\$56.45	\$67.74		\$100.00		
100-012410-5810 MEMBERSHIP DUES	\$200.00	\$25.00	\$30.00		\$100.00		
100-012410-5841 SPECIAL EVENTS	\$12,000.00	\$3,294.08	\$3,952.90		\$1,000.00	\$1,276.00	
100-012410-6001 OFFICE SUPPLIES	\$10,000.00	\$5,541.55	\$6,649.86		\$7,000.00		
100-012410-6002 OUTSIDE PRINTING - TAX BILLS	\$2,000.00	\$2,274.91	\$2,274.91		\$2,500.00		
100-012410-9003 UNIFORMS	\$1,000.00	\$0.00	\$0.00		\$0.00		
012410 Clerk/Treasurer Expenses	\$271,394.00	\$165,915.00	\$198,643.02	\$0.00	\$293,915.00	\$269,391.00	
031100 DMV Expenses							
100-031100-1101 WAGES AND SALARIES	\$147,414.00	\$119,710.70	\$143,652.84		\$143,000.00	\$147,000.00	
100-031100-1200 WAGES AND SALARIES PT	\$30,529.00	\$25,497.28	\$30,596.74		\$32,000.00	\$32,000.00	
100-031100-2100 FICA EXPENSE	\$13,613.00	\$11,108.41	\$13,330.09		\$13,400.00	\$13,700.00	
100-031100-2210 VRS EXPENSE	\$3,324.00	\$0.00	\$0.00		\$0.00		
100-031100-2220 401K EMPLOYER MATCH	\$0.00	\$727.72	\$873.26		\$1,000.00		
100-031100-2230 457 EMPLOYER MATCH	\$0.00	\$355.88	\$427.06		\$500.00		
100-031100-2300 HEALTH PLAN	\$48,993.00	\$0.00	\$0.00		\$16,890.00	\$33,780.00	
100-031100-2400 GROUP LIFE	\$2,731.00	\$1,662.98	\$1,995.58		\$2,000.00		
100-031100-2500 DISABILITY INSURANCE	\$1,732.00	\$766.44	\$919.73		\$1,000.00		
100-031100-3500 COPIER EXPENSE	\$2,500.00	\$2,268.27	\$2,721.92		\$2,500.00		
100-031100-5540 EDUCATION/TRAINING	\$0.00	\$130.00	\$130.00		\$100.00		
100-031100-6001 OFFICE SUPPLIES	\$300.00	\$644.48	\$773.38		\$500.00		
100-031100-6009 EQUIPMENT/SUPPLIES	\$100.00	\$0.00	\$0.00		\$0.00		
031100 DMV Expenses	\$251,236.00	\$162,872.16	\$195,420.59	\$0.00	\$212,890.00	\$234,080.00	
032100 PASS THRU - STATE FUNDS							
100-032100-5641 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$15,000.00		\$15,000.00		
032100 PASS THRU - STATE FUNDS	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00		
043100 Public Works/Town Garage Expenses							
100-043100-1102 CONTRACTED SERVICES	\$0.00	\$0.00	\$0.00		\$0.00		
100-043100-1200 WAGES AND SALARIES PT	\$53,014.00	\$44,420.41	\$53,304.49		\$54,075.00		
100-043100-2100 FICA	\$4,056.00	\$3,398.54	\$4,078.25		\$4,137.00		
100-043100-2210 VRS	\$400.00	\$0.00	\$0.00		\$0.00		
100-043100-2220 401K EMPLOYER MATCH	\$0.00	\$270.90	\$325.08		\$400.00		
100-043100-2230 457 EMPLOYER MATCH	\$0.00	\$72.16	\$86.59		\$100.00		
100-043100-2300 HEALTH PLAN	\$13,510.00	\$0.00	\$0.00		\$0.00		
100-043100-2400 GROUP PLAN	\$600.00	\$459.29	\$551.15		\$550.00		
100-043100-2500 DISABILITY INSURANCE	\$300.00	\$288.02	\$345.62		\$350.00		

	FY 26 Budget	FY 26 Actual thru 4.30.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 TREAS RECOM	FY 27 Approved
100-043100-3311 VEHICLE MAINTENANCE	\$1,000.00	\$1,609.58	\$1,931.50		\$2,000.00		
100-043100-5110 ELECTRICITY	\$15,000.00	\$9,550.40	\$11,460.48		\$11,000.00	\$12,000.00	
100-043100-6007 REPAIRS/MAINTENANCE	\$5,000.00	\$2,532.94	\$3,039.53		\$3,000.00		
100-043100-6009 EQUIPMENT/SUPPLIES	\$2,000.00	\$248.19	\$297.83		\$500.00		
100-043100-6011 SAFETY EQUIPMENT	\$500.00	\$0.00	\$0.00		\$0.00		
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINTENANCE	\$500.00	\$0.00	\$0.00		\$0.00		
100-043100-7130 REFUSE COLLECTION/LANDFILL	\$10,500.00	\$9,339.74	\$11,207.69		\$11,000.00		
043100 Public Works/Town Garage Expenses	\$106,380.00	\$72,190.17	\$86,628.20	\$0.00	\$87,112.00	\$88,112.00	
045100 Town Hall Expenses							
100-045100-0002 DEBT SERVICE - USDA BUILDING LOAN	\$15,891.00	\$14,660.00	\$17,592.00		\$17,592.00		
100-045100-1102 CONTRACTED SERVICES (CLEANING)	\$3,600.00	\$2,160.00	\$2,592.00		\$3,000.00		
100-045100-5110 ELECTRICITY	\$8,000.00	\$5,890.02	\$7,068.02		\$7,500.00		
100-045100-5120 UTILITIES - HEAT	\$4,000.00	\$5,891.19	\$7,069.43		\$7,000.00		
100-045100-6005 JANITORIAL SUPPLIES	\$3,000.00	\$699.97	\$839.96		\$1,000.00		
100-045100-6007 REPAIR/MAINTENANCE	\$1,000.00	\$3,455.20	\$4,146.24		\$1,500.00	\$3,000.00	
100-045100-9001 ASSET MANAGEMENT	\$10,000.00	\$0.00	\$0.00		\$0.00		
045100 Town Hall Expenses	\$45,491.00	\$32,756.38	\$39,307.66	\$0.00	\$37,592.00	\$39,092.00	
047100 Refuse Collection Expenses							
100-047100-3310 STREET SWEEPING	\$1,000.00	\$589.00	\$706.80		\$1,000.00		
100-047100-3322 DUMPSTER (COMMERCIAL)/TRASH PICKUP	\$40,000.00	\$40,788.65	\$48,946.38		\$45,000.00	\$50,000.00	
100-047100-5714 VA LITTER CONTROL GRANT	\$2,000.00	\$0.00	\$0.00		\$2,000.00		
047100 Refuse Collection Expenses	\$43,000.00	\$41,377.65	\$49,653.18	\$0.00	\$48,000.00	\$53,000.00	
050100 Town Parks & Fields Expenses							
100-050100-1102 CONTRACTED SERVICES	\$1,000.00	\$0.00	\$0.00		\$500.00		
100-050100-3310 MAINTENANCE - LANDSCAPE	\$2,500.00	\$148.20	\$177.84		\$500.00		
100-050100-8102 FURNITURE/EQUIPMENT/SIGNS	\$1,000.00	\$26.50	\$31.80		\$500.00		
050100 Town Parks & Fields Expenses	\$4,500.00	\$174.70	\$209.64	\$0.00	\$1,500.00		
051100 Beautification Expenses							
100-051100-5110 ELECTRICITY - STREET LIGHTS	\$0.00	\$0.00	\$0.00		\$0.00		
100-051100-5840 MISCELLANEOUS EXPENSE	\$3,000.00	\$0.00	\$0.00		\$1,000.00		
051100 Beautification Expenses	\$3,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00		
Total Expense - General Fund	\$933,900.00	\$613,651.66	\$715,046.00	\$0.00	\$943,384.00	\$870,800.00	
TOTAL REVENUE - GENERAL FUND	\$933,900.00	\$691,892.85	\$872,883.52	\$0.00	\$870,800.00	\$870,800.00	
TOTAL EXPENSE - GENERAL FUND	\$933,900.00	\$613,651.66	\$715,046.00	\$0.00	\$943,384.00	\$870,800.00	

	FY 26 Budget	FY 26 Actual thru 4.30.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 TREAS RECOM	FY 27 Approved
200 Cemetery Fund							
Revenues - Cemetery							
200-020000-0001 CEMETERY PLOT REVENUE	\$20,000.00	\$14,820.00	\$17,784.00		\$20,000.00		
200-020000-0002 HEADSTONE MARKING REVENUE	\$2,000.00	\$1,400.00	\$1,680.00		\$2,000.00		
200-020000-0003 SITE MARKING REVENUE	\$2,000.00	\$1,610.00	\$1,932.00		\$2,000.00		
COLUMBARIUM NICHE PLAQUE REVENUE	\$0.00	\$734.21					
200-020000-0004 CEMETERY INTEREST REVENUE-LGIP OPERATING	\$9,000.00	\$7,687.67	\$9,225.20		\$9,000.00		
200-020000-0005 CEMETERY INTEREST REVENUE-LGIP PERPETUAL	\$9,700.00	\$8,336.92	\$10,004.30		\$10,000.00		
Total Revenues - Cemetery Fund	\$42,700.00	\$34,588.80	\$40,625.51	\$0.00	\$43,000.00		
Expenses Cemetery Fund							
200-021000-1200 WAGES AND SALARIES PT	\$15,000.00	\$5,403.54	\$6,484.25		\$15,000.00		
200-021000-2100 FICA	\$1,148.00	\$413.39	\$496.07		\$4,000.00		
200-021000-3311 VEHICLE MAINTENANCE/GAS	\$1,000.00	\$587.64	\$705.17		\$1,000.00		
200-021000-3312 EQUIPMENT REPAIR	\$5,000.00	\$549.55	\$659.46		\$5,000.00		
200-021000-5840 MISCELLANEOUS EXPENSE	\$6,000.00	\$2,942.53	\$3,531.04		\$10,000.00		
200-021000-6009 EQUIPMENT/SUPPLIES	\$11,552.00	\$0.00	\$0.00		\$6,000.00		
200-021000-6385 PLOT REPURCHASE	\$3,000.00	\$1,800.00	\$2,160.00		\$2,000.00		
02100 Total Cemetery Fund Expenses	\$42,700.00	\$11,696.65	\$14,035.98	\$0.00	\$43,000.00		

	FY 26 Budget	FY 26 Actual thru 4.30.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 TREAS RECOM	FY 27 Approved
Water and Sewer Fund							
Revenues - Water & Sewer							
500-016099-0002 SEWER REVENUE	\$110,000.00	\$125,945.95	\$151,135.14		\$150,000.00		
500-016099-0003 WATER REVENUE	\$240,000.00	\$208,057.00	\$249,668.40		\$250,000.00		
500-016099-0004 PROCESSING FEE	\$1,400.00	\$2,150.00	\$2,580.00		\$2,000.00		
500-016099-0005 WATER RECONNECT FEE	\$200.00	\$350.00	\$420.00		\$200.00		
500-016099-0006 CONNECTION FEE - WATER	\$30,000.00	\$47,460.00	\$56,952.00		\$35,000.00		
500-016099-0007 CONNECTION FEE - SEWER	\$48,750.00	\$85,760.00	\$102,912.00		\$70,000.00		
500-016099-0010 PENALTY FEE W/S	\$2,000.00	\$4,536.50	\$5,443.80		\$5,000.00		
500-016099-0012 WATER AND SEWER DEPOSITS	\$3,000.00	\$0.00	\$0.00		\$0.00		
Total Revenues - Water & Sewer Fund	\$435,350.00	\$474,259.45	\$569,111.34	\$0.00	\$512,200.00		
Expenses - Water & Sewer							
500-500100-0002 DEBT SEVICE - USDA WATER LOAN	\$54,108.00	\$45,090.00	\$54,108.00		\$54,108.00		
500-500100-1102 CONTRACTED SERVICES	\$90,000.00	\$98,551.03	\$118,261.24		\$127,692.00		
500-500100-1200 WAGES AND SALARIES PT	\$12,698.00	\$11,496.24	\$13,795.49		\$14,000.00		
500-500100-2100 FICA	\$971.00	\$879.41	\$1,055.29		\$1,000.00		
500-500100-2920 DEPOSIT REFUNDS	\$0.00	\$0.00	\$0.00		\$0.00		
500-500100-2921 WATER AND SEWER DEPOSIT REFUNDS	\$3,000.00	\$0.00	\$0.00		\$0.00		
500-500100-3140 ENGINEERING/PROFESSIONAL SERVICES	\$30,000.00	\$0.00	\$0.00		\$15,000.00		
500-500100-3500 PRINTING COSTS	\$0.00	\$688.53	\$826.24		\$600.00		
500-500100-5110 ELECTRICITY	\$5,000.00	\$7,272.65	\$8,727.18		\$7,500.00		
500-500100-5210 MAILING COSTS	\$2,000.00	\$2,073.81	\$2,488.57		\$2,500.00		
500-500100-5540 EDUCATION/TRAINING/LICENSES	\$1,000.00	\$0.00	\$0.00		\$0.00		
500-500100-5810 FEES AND DUES - LCWA CONNECTION FEES	\$12,600.00	\$1,483.00	\$1,779.60		\$10,000.00		
500-500100-5899 MISS UTILITY COSTS	\$300.00	\$403.18	\$483.82		\$300.00		
500-500100-6007 REPAIRS/MAINTENANCE	\$1,000.00	\$2,257.54	\$2,709.05		\$3,000.00		
500-500100-6009 EQUIPMENT/SUPPLIES	\$4,000.00	\$6,438.92	\$7,726.70		\$5,000.00		
500-500100-6022 WATER TESTING	\$6,000.00	\$3,022.67	\$3,627.20		\$4,000.00		
500-500100-6023 COUNTY WASTEWATER TREATMENT	\$110,000.00	\$108,118.91	\$129,742.69		\$125,000.00		
500-500100-6024 COUNTY WATER PURCHASED	\$97,173.00	\$132,577.08	\$159,092.50		\$140,000.00		
500-500100-6030 PLANT LAB SUPPLIES/CHEMICALS	\$1,000.00	\$299.71	\$359.65		\$500.00		
500-500100-6050 METER PURCHASES	\$4,500.00	\$0.00	\$0.00		\$2,000.00		
Total Expenses - Water & Sewer	\$435,350.00	\$420,652.68	\$504,783.22	\$0.00	\$512,200.00		

	FY 26 Budget	FY 26 Actual thru 4.30.26	FY 26 Projected Year End Total	FY 27 Requested	FY 27 Recommended	FY 27 TREAS RECOM	FY 27 Approved
600 Capital Improvement (CIP) Fund							
Revenues - CIP							
600-015000-0010 USDA GRANTS	\$45,000.00	\$18,010.00	\$18,010.00				
600-015000-0020 CIP WATER FUND	\$25,000.00	\$0.00	\$0.00				
Revenues - CIP	\$70,000.00	\$18,010.00	\$18,010.00	\$0.00			
Expenses - CIP							
600-410501-0100 TRANSFER TO/FROM GENERAL FUND FROM CIP	\$0.00	\$0.00	\$0.00	\$0.00			
600-600100-8100 EMERGENCY W/S REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00			
600-600100-8600 GENERAL EXPENSES - WATER	\$25,000.00	\$9,691.53	\$9,691.53	\$0.00			
600-600100-8650 VDH DRINKING WATER	\$45,000.00	\$58,679.63	\$58,679.63	\$0.00			
Total Expenses - CIP	\$70,000.00	\$68,371.16	\$68,371.16	\$0.00			
Grand Total Budget Revenues	\$1,481,950.00	\$1,185,001.27	\$1,500,630.37		\$1,426,000.00	\$1,426,000.00	
Grand Total Budget Expenses	\$1,481,950.00	\$1,114,372.15	\$1,302,236.35		\$1,498,584.00	\$1,426,000.00	



Town of Mineral

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

The Conrad Firm
John Conrad
1520 W. Main St.
Richmond, Va. 23220

March 10, 2026

This is to inform you that the Town of Mineral voted at the March 9th meeting to hire you as their council to represent the Town of Mineral in the case of Washington vs Town of Mineral.

We look forward to working with The Conrad Firm.

Best,

Pamela Harlowe
Town of Mineral
Mayor/Manager
540-894-6508

Please sign below to confirm you will represent the Town of Mineral in the case of Washington vs Town of Mineral at \$250.00 per hour.

John Conrad

Mineral-Town of
Pam Harlowe, Mayor/Manager
P. O. Box 316
Mineral VA 23117
USA

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06/22/2026
Account No: 537-000M
Statement No: 10711

Town of Mineral adv. Washington

***Payments received after 06/22/2026
are not included on this statement.***

Fees

			Rate	Hours	
03/06/2026	JAC	REVIEW PLAINTIFF'S ATTORNEY'S LETTER AND DEMAND FOR SETTLEMENT; MAKE NOTES	250.00	0.70	175.00
	JAC	INITIAL PHONE CONFERENCE WITH MAYOR	250.00	0.60	150.00
03/07/2026	JAC	"REASONS FOR TERMINATION"	250.00	1.00	250.00
	JAC	CONFER WITH MAYOR	250.00	0.50	125.00
	JAC	READ AND ANALYZE PLAINTIFF'S COUNSEL'S EMAIL REGARDING TOLLING AGREEMENT	250.00	0.50	125.00
	JAC	READ TOWN CHARTER NOTICE REQUIREMENT	250.00	0.40	100.00
	JAC	ANALYZE AND DRAFT EMAIL RESPONSE TO PLAINTIFF'S COUNSEL EMPHASIZING FIRST CALL 3/6/256, WAS TO INQUIRE ABOUT SETTLEMENT AND DECLINING TOLLING AGREEMENT	250.00	1.10	275.00
03/10/2026	JAC	CONFER WITH MAYOR ABOUT VOTE APPROVING EMPLOYMENT AND OTHER MATTERS	250.00	0.60	150.00
03/31/2026	JAC	CONFER WITH ARCHER INTEGRATION TO MAKE ARRANGEMENTS FOR DOWNLOADING INFORMATION RELATED TO CASE ON DELL LAPTOP	250.00	0.50	125.00
04/09/2026	JAC	TELECONFERENCE WITH CLIENTS TO DISCUSS ACTIONS OF WASHINGTON	250.00	1.00	250.00
	JAC	REVIEW TOWN'S EMAILS	250.00	1.90	475.00
04/23/2026	JAC	REVIEW FILE NOTES OF POTENTIAL CLAIMS OF FORMER			

			Rate	Hours	
		TOWN MANAGER AND EXISTING FACTS SUPPORTING SAME	250.00	1.90	475.00
	JAC	REVIEW VIRGINIA CODE FOR AUTHORITY TO REMOVE TOWN MANGER AND TOWN COUNCIL MEMBER	250.00	0.90	225.00
	JAC	CONFER WITH MAYOR AND VICE MAYOR	250.00	1.70	425.00
05/01/2026	JAC	TELEPHONE CONFERENCE WITH CLIENT	250.00	0.50	125.00
	JAC	READ LEGAL TREATISE REGARDING DUE PROCESS (NOTICE AND HEARING) FOR TERMINATED EMPLOYEE (IE, NOTICE)	250.00	0.90	225.00
05/03/2026	JAC	READ LEGAL TREATISE AND 7 CASES REGARDING LOCAL GOVERNMENT POWER; ANALYZE AND MAKE NOTES	250.00	1.90	475.00
	JAC	DRAFT OUTLINE OF LEGAL VIOLATIONS BY TOWN MANAGER FOR COUNT I CLAIMS FOR APPROVAL OF ZONING PERMIT	250.00	1.90	475.00
	JAC	REVIEW FOIA STATUTES FOR CLOSED MEETING	250.00	0.90	225.00
	JAC	CONFERENCE CALL WITH CLIENT TO REVIEW CLAIMS AGAINST N.W.	250.00	1.90	475.00
05/04/2026	JAC	ANALYZE AND DRAFT STATEMENT FOR COUNT I CLAIM: DISHONESTY AND MALFEASANCE IN APPROVING ZONING PERMIT FOR COVERT TO CONVEY HER AN EASEMENT IN 9TH STREET	250.00	2.90	725.00
05/05/2026	JAC	REVIEW 8-10 VIRGINIA CODE SECTIONS	250.00	0.90	225.00
	JAC	REVIEW 10-15 VIRGINIA RELEVANT STATUTES	250.00	0.90	225.00
	JAC	READ ALL STATUTES FOR MEETINGS, SUBDIVISIONS, AND ADOPTION OF EASEMENTS	250.00	2.50	625.00
	JAC	REVIEW AND AMEND NOTES REGARDING VA CONFLICT OF INTEREST ACT 2.2-3112, 3114, 3115, 3120, 3121, 3122, 3123 3124	250.00	0.40	100.00
05/06/2026	JAC	REVIEW TOWN CHARTER POWERS GRANTED TO TOWN COUNCIL UNDER CONFLICT OF INTEREST ACT	250.00	0.80	200.00
	JAC	DRAFT INITIAL PORTION OF ANALYSES OF COUNTS II THROUGH V	250.00	1.00	250.00
	JAC	DRAFT PARTS OF ANALYSIS OF VIRGINIA LOCAL GOVERNMENT CONFLICT OF INTEREST ACT	250.00	0.80	200.00
	JAC	REVIEW VA CODE 2.2-3112 AND RELATED INTERNET INFORMATION	250.00	0.90	225.00
	JAC	REVIEW AND REVISE NOTES REGARDING ALL VA CODE			

			Rate	Hours	
		VIOLATIONS	250.00	1.90	475.00
05/09/2026	JAC	REVIEW AND ANALYZE CLIENT INFORMATION REGARDING ISSUANCE OF SEVERAL BUILDING PERMITS FOR LOTS OWNED BY TOWN MANAGER; DRAFT REPORT TO VRSA	250.00	2.90	725.00
05/10/2026	JAC	READ, ANALYZE AND REVISE COUNTS 1 THROUGH 4 REGARDING WASHINGTON'S FAILURE TO DISQUALIFY HERSELF FOR APPROVING FOUR ZONING APPLICATIONS FOR PERSONALLY OWNED PROPERTIES	250.00	2.90	725.00
	JAC	REVIEW, ANALYZE AND REVISE COUNT 5 APPROVAL OF COVERT APPLICATION FOR ZONING PERMIT	250.00	2.50	625.00
05/11/2026	JAC	READ AND REVISE COUNTS 1 THROUGH 4 REPORT	250.00	0.90	225.00
	JAC	REVIEW STATUTES UNDER 15.2	250.00	0.70	175.00
	JAC	ANALYZE AND REVISE COUNT 5 RESPONSE	250.00	1.50	375.00
	JAC	REVISE COUNTS 1 THROUGH 4	250.00	1.00	250.00
05/12/2026	JAC	READ AND REVISE REPORT FOR COUNTS 1 THROUGH 7	250.00	3.00	750.00
	JAC	READ AND REVISE REPORT FOR COUNTS 8 THROUGH 13	250.00	3.00	750.00
05/13/2026	JAC	REVIEW AND REVISE LAST TWO PAGES OF REPORT	250.00	1.00	250.00
	JAC	TELEPHONE CONFERENCE WITH CLIENT REGARDING TWO MATTERS	250.00	0.50	125.00
	JAC	REVIEW ST. MARY'S PLAT REGARDING ABANDONED ALLEY	250.00	0.40	100.00
	JAC	REVIEW ENTIRE FILE AND DRAFT NOTES OF 7 "TO DO" ITEMS	250.00	1.20	300.00
	JAC	REVIEW VEC NOTICE OF AWARD AND EMPLOYER'S STATEMENT	250.00	0.80	200.00
05/14/2026	JAC	REVIEW DISMISSED SUMMONS	250.00	0.20	50.00
	JAC	CONFER WITH CLIENT: REVIEW EMAILS REGARDING ATTORNEY-CLIENT CONTRACTS, MINUTES FROM TOWN COUNCIL 1/12/26 MEETING, COMPUTER AND BUDGET INFORMATION; DRAFT COMMUNICATION TO MAYOR	250.00	1.90	475.00
05/15/2026	JAC	RESEARCH LEGALITY OF INSTRUCTING TREASURER	250.00	0.90	225.00
05/17/2026	JAC	REVIEW TWO FILED VEC DOCUMENTS BY TOWN AND DECISION OF DEPUTY	250.00	0.40	100.00
	JAC	DRAFT VEC PLEADING NOTICE OF APPEAL	250.00	9.00	2,250.00

Town of Mineral adv. Washington

			Rate	Hours	
	JAC	REVISE EMAIL TO CLIENT REGARDING DRAFT THIRD-PARTY EMAIL	250.00	0.80	200.00
05/18/2026	BEC	WORK ON APPEAL OF DEPUTY COMMISSIONER'S DECISION: REVIEW VEC ONLINE INFORMATION; PHONE CALLS TO VEC; SEND EMAIL TO VEC REGARDING APPEALS; PHONE CALL WITH KELLY SINGLETARY REGARDING TOWN'S LOGIN INFORMATION; DOWNLOAD AND COMPLETE APPEAL FORM; PHONE CALL WITH J. CONRAD TO DISCUSS TEXT ON APPEAL FORM	75.00	2.40	180.00
	JAC	ANALYZE AND REVIEW NOTICE OF APPEAL	250.00	1.40	350.00
05/20/2026	BEC	CONFERENCE CALL WITH J. CONRAD ON MAKING CHANGES TO AND FILING APPEAL WITH VIRGINIA EMPLOYMENT COMMISSION	75.00	0.20	15.00
	JAC	REVIEW AND SIGN DRAFT OF VEC NOTICE OF APPEAL	250.00	0.40	100.00
05/31/2026	JAC	DRAFT STATEMENTS OF "PARTIES" (EMPLOYER AND CLAIMANT) AND TERMS OF EMPLOYMENT AGREEMENT	250.00	2.50	625.00
	JAC	REVISE STATEMENT OF CONFLICTS OF INTEREST IN APPROVING APPLICATIONS OF ZONING PERMITS	250.00	1.50	375.00
06/01/2026	BEC	REVIEW VEC HEARING DOCUMENTS AND EMAIL JOHN OUTLINE OF DEADLINES FOR SUBMITTING INFORMATION FOR HEARING	75.00	0.40	30.00
	JAC	REVIEW 101 PAGES OF VEC RECORDS, INCLUDING SUBSTANTIVE ACTS OF VEC AND PROCEDURAL RULES; DRAFT NOTES OF PROCEDURAL RULES	250.00	1.70	425.00
	JAC	REVIEW AND SELECT KEY DOCUMENTS FOR EVIDENCE AND PROCEDURAL MATTERS	250.00	0.90	225.00
06/02/2026	JAC	CONFER WITH CLERK OF FIRST APPEALS DIVISION OF THE VEC REGARDING THE PROCESS FOR SUBMITTING A REQUEST FOR A PERSONAL APPEARANCE AT THE APPEAL HEARING RATHER THAN A PHONE APPEARANCE	250.00	0.10	25.00
	JAC	READ, ANALYZE AND REVISE EXHIBITS AND WRITTEN STATEMENTS REGARDING PARTIES DPOR ORDERS, FIVE ZONING PERMITS FOR ST. MARY'S AND MINERAL PROPERTIES, 9TH STREET EASEMENT AND ZONING PERMITS FOR COVERT PROPERTIES	250.00	1.90	475.00
06/03/2026	JAC	REVIEW, ANALYZE AND REVISE WRITTEN STATEMENT OF FACTS: (1) PARTIES AND EMPLOYMENT CONTRACT; (2) WASHINGTON'S FAILURE TO DISQUALIFY APPROVALS OF ZONING PERMITS; (3) WASHINGTON'S FAILURE			

Town of Mineral adv. Washington

		Rate	Hours	
	TO DISQUALIFY APPROVAL OF COVERTS APPLICATION FOR ZONING PERMITS	250.00	0.90	225.00
	JAC REVIEW AND ANALYZE PROCEDURES FOR REGISTERING WITNESSES AND EXHIBITS AND REQUESTING PERSONAL APPEARANCE	250.00	0.30	75.00
	JAC REVIEW EXHIBITS AND DRAFT TITLES TO LAST THREE TOPICS FOR WRITTEN STATEMENT	250.00	0.60	150.00
06/04/2026	JAC DRAFT AND FORWARD WRITTEN REQUEST FOR IN PERSON APPEARANCE OF ALL WITNESSES AND ME AT APPEAL HEARING AND FORWARD TO VEC FIRST LEVEL APPEAL CLERK	250.00	0.80	200.00
	JAC READ AND REVISE EMPLOYMENT AND APPROVAL OF FIVE PERMITS FOR CLAIMANT'S PROPERTY	250.00	1.30	325.00
	JAC REVIEW AND ANALYZE EXHIBITS AND STATEMENTS OF FACTS FOR SECTION II - CLAIMANT'S FOUR PROPERTIES AND SECTION III - CLAIMANT'S APPROVAL OF COVERT PROPERTIES	250.00	0.70	175.00
	JAC REVIEW AND DRAFT EDITS TO SECTION II - CLAIMANT'S FOUR PROPERTIES	250.00	0.40	100.00
06/05/2026	JAC REVIEW AND REVISE COUNT II - STATEMENT AND EXHIBITS	250.00	1.80	450.00
	JAC REVIEW AND ANALYZE EXHIBITS 1 THROUGH 29; REVISE SECTIONS I AND II OF EMPLOYER'S WRITTEN RESPONSE	250.00	4.90	1,225.00
06/06/2026	JAC REVIEW VEC RECORDS AND AMEND EMPLOYER'S STATEMENT OF FACTS TO CORRECT ERRONEOUS STATEMENT THAT EMPLOYMENT CONTRACT STATED CLAIMANT'S SEPARATION FROM EMPLOYMENT ENDED DUE TO END OF CONTRACT; REVIEW SEVEN EMAILS FROM TOWN	250.00	0.90	225.00
	JAC READ, ANALYZE AND REVIEW EMPLOYER'S STATEMENT SECTION II, COVERT MATTERS, AND EXHIBITS	250.00	1.80	450.00
	JAC REVIEW ALL 36 EXHIBITS AND 10 PAGE EMPLOYER'S WRITTEN STATEMENT; ANALYZE, EDIT AND REVISE	250.00	5.90	1,475.00
06/07/2026	JAC REVIEW EMAIL FROM MAYOR, READ LETTER, AND RESPOND "GOOD TO GO"	250.00	0.40	100.00
06/08/2026	JAC REVISE AND EDIT EMPLOYER'S WRITTEN STATEMENT OF FACTS	250.00	1.40	350.00
	JAC READ AND EDIT EMPLOYER'S STATEMENT AND ADD WATER CLAIM	250.00	1.30	325.00

Town of Mineral adv. Washington

			Rate	Hours	
06/09/2026	JAC	CONFER WITH MAYOR REGARDING COVERT AND McGEHEE	250.00	0.40	100.00
06/10/2026	JAC	ANALYZE AND DRAFT FINAL REVISIONS TO SECTIONS I, II AND III	250.00	2.50	625.00
	JAC	DRAFT EMAIL TO FIRST LEVEL APPEAL CLERK TO ENSURE REGISTRATION OF EMPLOYER'S PARTICIPANTS AND THEIR PHONE NUMBERS FOR ON-LINE APPEAL HEARING	250.00	0.30	75.00
	JAC	ANALYZE AND DRAFT REVISIONS TO SECTIONS IV, V AND VI OF EMPLOYER'S STATEMENT OF FACTS	250.00	2.10	525.00
	JAC	REVIEW AND MAKE FINAL EDITS TO 10-PAGE EMPLOYER'S STATEMENT	250.00	2.10	525.00
	JAC	ELECTRONIC FILING OF EMPLOYER'S STATEMENT OF FACTS	250.00	0.40	100.00
06/12/2026	JAC	REVIEW VEC NOTIFICATION OF REGISTRATION OF WITNESSES AND EXHIBITS	250.00	0.30	75.00
06/13/2026	JAC	CONFER WITH MAYOR TO DISCUSS TOPICS FOR HER TESTIMONY AT VEC; MAKE NOTES OF ALL TOPICS	250.00	1.50	375.00
06/14/2026	JAC	REVIEW AND REVISE NOTES FOR FINAL OUTLINE OF HEARING TESTIMONY FOR MAYOR	250.00	1.70	425.00
06/15/2026	JAC	FINAL REVIEW AND REVISIONS TO WITNESS OUTLINES AND EXHIBITS FOR HEMPSTEAD AND HARLOWE	250.00	2.50	625.00
	JAC	REPRESENT TOWN OF MINERAL AT VEC FIRST LEVEL APPEALS HEARING	250.00	3.70	925.00
06/16/2026	JAC	CONFERENCE CALL WITH MAYOR AND RECOMMEND SPECIAL SESSION OF TOWN COUNCIL ON 6/18/26 FOR LITIGATION REPORT BY COUNSEL; ALSO DISCUSSED FOIA REQUEST (EMAILED SAME TO MAYOR)	250.00	0.70	175.00
		For Current Services Rendered		124.80	30,675.00

Advances

05/04/2026	Outside professional fee (Data Copies of Documents) Archer Integration, Inc.	775.09
06/18/2026	Mileage to/from Mineral, VA for Town Council Meeting - Conrad, John A. (112 miles @ \$.725/mile)	81.20
	Total Advances	856.29
	Total Current Work	31,531.29

BALANCE DUE**\$31,531.29**

Mineral-Town of

Town of Mineral adv. Washington

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Section B, Item 1. 6
Account No. 007-000M
Statement No: 10711

<u>Fees</u>	<u>Expenses</u>	<u>Billing History</u> <u>Advances</u>	<u>Finance Charge</u>	<u>Payments</u>
30,675.00	0.00	856.29	0.00	0.00

If you have any questions, please contact Beverly Crockett, 804-359-6062.

Thank you for choosing The Conrad Firm. We look forward to working with you in the future.

ARCHER))) INTEGRATION

PO BOX 1708
Mechanicsville, VA 23116

Section B, Item 1.

Invoice

Date	Invoice #
4/29/2026	42995

Bill To
The Conrad Firm 1520 West Main Street, Suite 204 Richmond, VA 23220

		P.O. No.	Terms	Due Date
			Due on receipt	4/29/2026
Quantity	Description	Rate	Amount	
1	Sandisk Portable 1TB SSD	197.76	197.76T	
1	Sandisk Portable 1TB SSD	285.98	285.98T	
1	Sandisk Portable 1TB SSD	247.48	247.48T	
	Data Copies for Court Case			
Thanks for your business.		Subtotal	\$731.22	
As of July 1st, 2016 A 3.5% Convenience Fee will be added to all Credit Card Payments		Sales Tax (6.0%)	\$43.87	
		Total	\$775.09	

Phone #	E-mail
804-266-9651	ar@archerva.com

CLIENT CHARGES CHECK REQUEST

REQUESTED BY: JAC

CLIENT/MATTER #: 537.000

PAYEE: John A. Conrad

DATE: 6/18/26

INVOICE:

CHECK TOTAL: \$ 81.20

COST CODE: 52

MILES: 112 X .725 (1-1-26) = \$ 81.20

COST CODE:

AMOUNT:

COST CODE:

AMOUNT:

DATE & LOCATION OF TRAVEL EXPENSES: 6-18-26 Town Council meeting

OTHER DESCRIPTION:

SEE COMPLETE COST CODE LISTING BELOW

COST CODE LISTING

24	Accident Report	53	Postage
25	Photograph Development	54	Travel Expense - Lodging
26	Express Mail	55	Facsimile Costs
35	Subpoena Duces Tecum	56	Miscellaneous Expense
36	Meals	70	Filing Fee
37	Car Rental	71	Processor Fee
38	Expert Fees/Retainer	72	Courier Fee
39	Witness Fee	73	Outside Professional Fee
40	Parking	74	Medical Records
41	Airline or Other Travel	75	Sheriff's Fee
43	Investigator Fee	76	Online Legal Research
50	Long Distance Telephone Charges	77	Transcription Fees
51	Photocopy Charges	78	Trial Exhibits
52	Mileage To/From	82	Tolls

Document3

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:

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.

§ 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, as in force on January 1, 1972, and as may be amended, are hereby conferred on and vested in the Town.

State law reference(s)—See Title 15.2, Code of Virginia, Subtitle II, Powers of Local Government, particularly Ch. 11, Powers of Cities and Towns.

§ 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, 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.

- (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.

State law reference(s)—See Title 15.2 and Title 25.1, Code of Virginia; See § 25.1-102, Code of Virginia.

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 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.

§ 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:

- (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.

§ 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 distrain 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 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.

State law reference(s)—Section 16.1-124, Code of Virginia, was repealed by Acts 1984, c. 506.

§ 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.

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.

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.

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

Notwithstanding the provisions of § 15.1-796 of the Code of Virginia, 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.

State law reference(s)—See § 15.2-1600 et seq., Code of Virginia.

§ 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.

§ 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.

1. 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.
2. An emergency exists and this act is in force from its passage.

Editor's note(s)—The 1902 Charter has been included in the Appendix of the Code for historical purposes only. See Ch. A500.

Formal Letter of No Confidence

Date: Jul 24, 2026

To: Mayor of the Town of Mineral

From: McKenzie Brooks, Town of Mineral DMV

Subject: Formal Request for Resignation due to Leadership Failure and Professional Negligence

Dear Mayor,

I am writing this letter to formally express a total lack of confidence in your leadership and to respectfully, yet firmly, request your immediate resignation from the office of Mayor for the Town of Mineral. After five years of dedicated service to this town, it has become clear that the current administration is no longer capable of fostering a professional, fair, or sustainable environment for its employees or its citizens.

Failure of Leadership and Toxic Environment

The workplace environment under your administration has devolved into one that is described by many as "hostile and toxic". Rather than providing direction and support, your leadership has been characterized by a lack of communication and meaningful supervisory involvement. We had a fully functioning office with two of the greatest workers, Kelly and Nicole, that were either bullied out of their job or fired for no apparent reason. The lack of respect towards ALL employees, the lack of initiative to solve office conflict, the lack of participation in the 'manager' duties show the administration in charge does not care about the town employees or residents, that it affects on a daily basis.

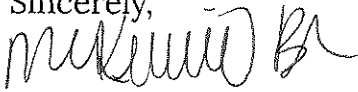
Conclusion

It is a disgrace that dedicated employees must sacrifice time with their families to plead for basic professional respect and fair compensation. Your leadership has

allowed personal agendas and conflicts to take precedence over the interests of the Town's staff and citizens.

For the continued success and well-being of the Town of Mineral and its employees, it is necessary for you to step down and allow for leadership that values transparency, accountability, and the essential workers who sustain this community.

Sincerely,

A handwritten signature in cursive script, appearing to read 'McKenzie Brooks', written in black ink.

McKenzie Brooks

Town of Mineral DMV

07/30/2026
Town Of Mineral Council Members
312 Mineral Ave. Mineral, VA. 23117

Dear council,

I am writing this letter to request that our current Mayor and Intern Town Manager, Pam Harlowe, consider resigning immediately.

I am making this request as a concerned resident and employee of the Town Of Mineral regarding the leadership of our Mayor and to respectfully request that the Town Council consider whether they remain fit to represent and serve the town in this position. Over the last 9 months I have witnessed patterns of ineffective leadership and negligence that have negatively affected the operations of our town's local government.

My concerns include:

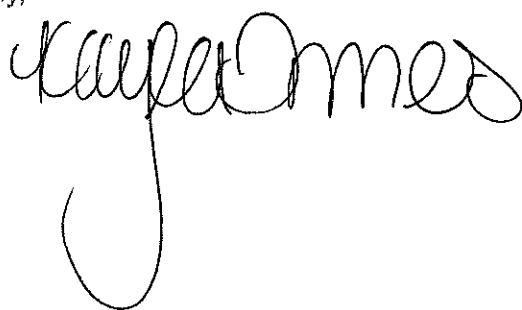
- Lack of consistent presence in the Town Office, making it difficult for employees and residents to receive the proper leadership and oversight expected from the office.
- Failure to make meaningful progress on important town matters despite having the adequate time to do so.
- Decisions regarding the hiring and termination of Town Office employees that I believe warrant careful review for compliance within the laws, policies, and established procedures.
- Leadership decisions that appear to be influenced by personal vendettas rather than the best interest of the town residents and employees.
- Residents not receiving utility bills in a timely manner and town bills going unpaid for a duration of months. This has caused unnecessary confusion and inconvenience.
- Employees receiving incorrect or shorted paychecks which has negatively impacted staff and raises concern about the administration and oversight of payroll.
- Hiring decisions that have resulted in individuals being placed in positions without the necessary qualifications and experience to effectively perform essential duties which has contributed to operational problems such as payroll and billing errors.

The Mayor's responsibility is to lead with integrity , transparency, fairness, and accountability. When those qualities do not exist in who was elected, it impacts not only the town employees but also the residents who rely on competent and ethical local government.

I respectfully ask that the Town Council review these concerns, investigate any allegations of improper hiring or termination practices, payroll and billing issues, and determine whether there is continued confidence in the Mayor's leadership. I urge Council to take whatever action is authorized under the town's charter and applicable law, including requesting the Mayor's resignation if appropriate. I hope to not create unnecessary conflict, but to see our town governed by leadership that places professionalism, fairness, and the best interests of our community above personal agendas.

Thank you for your time and consideration.

Respectfully,

A handwritten signature in black ink, appearing to read "Kauplet Jones". The signature is fluid and cursive, with a large loop at the end of the last name.

7/30/2024

07/30/2026

Town of Mineral Council Members

312 Mineral Ave Mineral VA 23117

Subject: Request for Official Resignation

Dear Council Members,

I am writing to formally request the immediate resignation of Pam Harlowe from the position of Mayor and Acting Town Manager of Mineral.

This request comes after a thorough review of serious, ongoing deficiencies in her performance and management oversight. Over time, these operational failures have disrupted municipal functions, undermined staff stability, and exposed the town to significant legal and financial risk.

Specifically, this request is based on the following critical issues:

Negligence in Payroll Operations: She hired an individual who lacked the necessary qualifications and competence to handle payroll duties. This failure has directly resulted in persistent, severe administrative errors.

Failure to Address Payroll Disruptions: Staff members have faced recurring issues with incorrect compensation and unissued paystubs. Despite these ongoing problems, she has failed to take corrective action or resolve these discrepancies in a timely manner.

Lack of Support for Staff: Rather than providing adequate guidance, training, or resources to manage municipal operations, she has left personnel unsupported, creating an

unstable work environment and damaging employee morale.

Improper Hiring and Contracting Practices: She executed employment arrangements without valid, legally binding contracts—specifically relying on informal notes and scrap paper rather than standard municipal legal agreements. This violates basic public administration standards and exposes the town to severe legal liability.

General Non-Performance of Duties: Beyond these specific administrative breakdowns, she has consistently failed to fulfill core responsibilities essential to the role of Town Manager, compromising the overall administration of the town.

Furthermore, no progress has been made for the town since she took office in November; she has done nothing but seek out a personal vendetta, carelessly spending the town's money to do so.

Given the severity of these management failures and the breakdown of professional trust, it is clear that a transition in leadership is necessary.

Please submit a formal letter of resignation to Mineral Town Council as soon as possible.

Sincerely,

Jessica Osborne



Town of Mineral DMV Select Supervisor