



MINERAL COUNCIL MEETING AGENDA

November 10, 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 or Amendments of 9.8.2025

G. ACCOUNTS PAID

1. Accounts Paid

H. REPORTS

1. Treasurer Report
2. DMV Report
3. Manager Report
4. Committee Reports

I. OLD BUSINESS

1. Well #4 Update

J. NEW BUSINESS

1. Neighborhood Watch Discussion

K. PUBLIC HEARING

L. COUNCIL COMMENTS

M. CALENDAR

[Calendar](#)

N. EXECUTIVE SESSION (AS NEEDED)

O. BACK IN SESSION

P. ADJOURN

Mayor Ronald Chapman - Vice Mayor Michelle Covert

Council Members: Michelle Covert, Bernice Kube, Olivia McCarthy, Rebecca McGehee, Blair Nipper

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 TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

11.10..2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Minutes

Background:

I have attached multiple meeting minutes for review.

Recommended Action:

Approval or amendment of minutes.

Attachments:

8.11.25 Minutes to Approval or Amend



MINERAL COUNCIL MEETING MINUTES

September 08, 2025 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

Meeting was called to order at 6:33pm by Acting Mayor Michelle Covert.

B. ROLL CALL

PRESENT

Michelle Covert

Bernice Kube

Olivia Barrow

Rebecca McGehee

David Hempstead

ABSENT

Ronald Chapman

Blair Nipper

C. PLEDGE OF ALLEGIANCE

D. ADOPTION OF AGENDA

E. PUBLIC COMMENT

Debbie Moon spoke about signs and ads on the agenda.

JoAnna Von Arb spoke in favor of either dissolving the charter or allowing business owners to run for Town Council seats.

Karla with Active Medicare Solutions was the business spotlight for September. Active Medicare Solutions is a free service for those 65 years of age and older.

F. APPROVAL OF MINUTES

1. 8.11.25 Council Minutes - Approval or Amendments to Minutes

G. ACCOUNTS PAID**ACCOUNTS PAID**

1. Accounts Paid 8.31.25

H. OLD BUSINESS

1. Well #4 Update

We are waiting on the pump for well #4. Once it has been received, it will be installed and we should be able to move forward with approval from VDH.

2. Update on trees and abandon houses

Staff is following up with VDOT on removal of trees in front of 623 Mineral Ave. to allow access to either renovate or demolish the structure. There is an underground leak at that location that the trees are potentially making worse. Town Council will consider a time line for the Building Official to inspect this and other abandoned houses to determine if they are able to be renovated or need to be demolished.

I. NEW BUSINESS

1. Maintenance and Tracking

Lewis Keller with the fire department has requested the Town's help/approval to test fire hydrants and make a plan to repair or replace them and for continued maintenance on them.

2. Ads around Town.

This pertains to ads or signs that are staked into the ground for events or businesses. Council will discuss where/what can be placed at next meeting.

J. REPORTS

1. Town Manager
2. Treasurer's Report
3. DMV Report
4. Committee Reports

Cemetery - discussion regarding private columbarium for customer and landscaping for cemetery. Discussion tabled until next month's meeting.

K. REPORTS

1. Schedule a Town Hall

No Town Hall meeting was scheduled

COUNCIL COMMENTS

No Council comments

L. BACK IN SESSION

M. ADJOURN

Meeting adjourned at 7:42pm

Mayor Ronald Chapman - Vice Mayor Michelle Covert

Council Members: Michelle Covert, Bernice Kube, Olivia McCarthy, Rebecca McGehee, Dave Hempstead, Blair Nipper

Nicole Washington, Town Manager, Vacant, 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 TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

11.10.2025

TO: Mineral Town Council

FROM: Kelly Singletary, Treasurer

SUBJECT: Accounts Paid

Background:

Enclosed are the accounts paid for the month.

Recommended Action:

Approval or denial of accounts paid

Attachments:

Transaction Report

Date Range - 10/1/2025 To 10/31/2025

Transaction Query

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Bank Selection - BLUE RIDGE BANK GENERAL

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
VOYA FINANCIAL	10/1/2025	CashDisb	\$249.71	\$0.00
VOYA FINANCIAL	10/1/2025	CashDisb	\$489.67	\$0.00
VA DEPT OF TAXATION	10/2/2025	CashDisb	\$1,180.00	\$0.00
INTERNAL REVENUE SERVICE	10/3/2025	CashDisb	\$1,685.53	\$0.00
BLUE RIDGE BANK	10/7/2025	CashDisb	\$62.32	\$0.00
CARDINAL HOME CENTER	10/9/2025	Check	\$0.00	\$29.70
CENTRAL VIRGINIA CONTRACTORS	10/9/2025	Check	\$0.00	\$3,656.00
COMCAST BUSINESS	10/9/2025	Check	\$0.00	\$882.07
COVERALL	10/9/2025	Check	\$0.00	\$240.00
DOCUMENT DESTRUCTION	10/9/2025	Check	\$0.00	\$40.00
DUKE OIL	10/9/2025	Check	\$0.00	\$89.46
EVERGRO COOP ORANGE MADISON	10/9/2025	Check	\$0.00	\$40.00
GENERAL CODE	10/9/2025	Check	\$0.00	\$1,195.00
HARRISON & JOHNSTON	10/9/2025	Check	\$0.00	\$2,580.00
LOUISA COUNTY LANDFILL	10/9/2025	Check	\$0.00	\$705.60
LOUISA COUNTY WATER AUTHORITY	10/9/2025	Check	\$0.00	\$27,109.90
MAIN STREET SUPPLY	10/9/2025	Check	\$0.00	\$416.21
MICHELLE COVERT	10/9/2025	Check	\$0.00	\$242.01
UPDIKE INDUSTRIES	10/9/2025	Check	\$0.00	\$3,632.73
VUPS	10/9/2025	Check	\$0.00	\$20.40
INTERNAL REVENUE SERVICE	10/10/2025	CashDisb	\$1,850.00	\$0.00
VERIZON	10/11/2025	CashDisb	\$373.11	\$0.00
COMCAST BUSINESS	10/15/2025	CashDisb	\$882.07	\$0.00
COMCAST BUSINESS	10/15/2025	CashDisb	\$962.12	\$0.00
DCLS/DRINKING WATER	10/17/2025	CashDisb	\$214.74	\$0.00
INTERNAL REVENUE SERVICE	10/17/2025	CashDisb	\$1,620.74	\$0.00
US DEPT OF AGRICULTURE	10/20/2025	CashDisb	\$1,466.00	\$0.00

Date Range - 10/1/2025 To 10/31/2025

Transaction Query

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Bank Selection - BLUE RIDGE BANK GENERAL

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
VIRGINIA RETIREMENT SYSTEM	10/21/2025	CashDisb	\$1,836.29	\$0.00
VERIZON	10/22/2025	CashDisb	\$77.48	\$0.00
CEDAR MOUNTAIN STONE	10/23/2025	Check	\$0.00	\$486.21
CENTRAL VIRGINIA CONTRACTORS	10/23/2025	Check	\$0.00	\$3,578.00
DOMINION ENERGY	10/23/2025	CashDisb	\$642.84	\$0.00
DOMINION ENERGY	10/23/2025	CashDisb	\$21.44	\$0.00
DOMINION ENERGY	10/23/2025	CashDisb	\$203.72	\$0.00
DOMINION ENERGY	10/23/2025	CashDisb	\$7.59	\$0.00
DOMINION ENERGY	10/23/2025	CashDisb	\$74.81	\$0.00
INTERNAL REVENUE SERVICE	10/23/2025	CashDisb	\$32.05	\$0.00
PURE WATER VIRGINIA	10/23/2025	Check	\$0.00	\$180.00
RICOH USA INC	10/23/2025	CashDisb	\$2,410.63	\$0.00
ROTO-ROOTER	10/23/2025	Check	\$0.00	\$2,409.90
INTERNAL REVENUE SERVICE	10/24/2025	CashDisb	\$1,768.93	\$0.00
BLUE RIDGE BANK	10/26/2025	CashDisb	\$2,154.68	\$0.00
ANTHEM	10/27/2025	CashDisb	\$2,384.00	\$0.00
DOMINION ENERGY	10/27/2025	CashDisb	\$120.22	\$0.00
DOMINION ENERGY	10/28/2025	CashDisb	\$62.73	\$0.00
US DEPT OF AGRICULTURE	10/28/2025	CashDisb	\$4,509.00	\$0.00
DOMINION ENERGY	10/30/2025	CashDisb	\$1,065.75	\$0.00
BLUE RIDGE BANK	10/31/2025	CashDisb	\$30.00	\$0.00
INTERNAL REVENUE SERVICE	10/31/2025	CashDisb	\$1,708.54	\$0.00
			\$30,146.71	\$47,533.19



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

11.10.2025

TO: Mineral Town Council

FROM: Kelly Singletary, Treasurer

SUBJECT: Treasurer's Report

Background:

Enclosed is the monthly Treasurer's Report.

Recommended Action:

Attachments:

Treasurer's Report
Budget Analysis Report
Monthly Water Consumption
Summary of Bank Balance



Town of Mineral

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

October 31, 2025

Treasurer's Notes:

Budget Analysis Report:

- All revenues and expenditures for the month of October 2025 are accurately reflected in this report
- YTD should reflect approximately 30% of revenues and expenses (if equally divided throughout the year)
 - General Fund YTD revenues are 21% across the entire fund. General Fund YTD expenditures are 26% across the entire fund. Our revenues will increase significantly once real estate and personal property tax collections begin in November.
 - Water & Sewer Fund YTD revenues are 51% across the entire fund. Water & Sewer Fund YTD expenditures are 41% across the entire fund.

Monthly Water Consumption:

- Water loss was down slightly this month. Sewer/wastewater loss has decreased significantly this month. Staff and water personnel continue to monitor water loss and leak repair as needed. Both reports show totals for consumption/usage, as well as amounts paid to Louisa County Water Authority and amounts billed to residents.

Other Items:

- If you are interested in receiving your utility bill by email, please let the Town office know.
- We are also offering direct draft of your checking or savings account for payment of your utility bill. If you are interested, please let the Town office know.
- Staff continues to collect past due utility bill payments and past due real estate and personal property taxes.

Respectfully submitted,
Kelly Singletary, Treasurer



Town of Mineral

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

Summary of Bank Balances As of 10.31.2025

Blue Ridge Bank Operating Account	\$198,516.30
Blue Ridge Bank/Spring Grove Operating Account	\$ 77,678.96
LGIP Town of Mineral Investment Account	\$407,430.13
LGIP Spring Grove Cemetery Perpetual Account	\$246,572.05
LGIP Spring Grove Cemetery Operating Account	\$227,257.77

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-10-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
Reporting Fund: 100-GENERAL FUND							
0000-100-Revs							
-							
-0004 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$70.00	\$10.00	(\$230.00)	23
-0005 FOIA REVENUE	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
-2023 2023 & PRIOR REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-2025 2025 REAL ESTATE TAX	\$125,000.00	\$125,000.00	\$0.00	\$0.00	\$0.00	(\$125,000.00)	0
-0001 CURRENT YEARS PUBLIC	\$8,500.00	\$8,500.00	\$0.00	\$1,785.37	\$0.00	(\$6,714.63)	21
-2023 2023 & PRIOR PERS PR	\$500.00	\$500.00	\$0.00	\$261.87	\$0.00	(\$238.13)	52
-2024 2024 PERSONAL PROPER	\$0.00	\$0.00	\$0.00	(\$4.18)	\$0.00	(\$4.18)	0
-2025 2025 PERS PROP TAX R	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0
-0001 TAX PENALTY REAL EST	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-0002 TAX INTEREST REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
-0003 TAX PENALTY PERS PRO	\$500.00	\$500.00	\$0.00	\$26.20	\$0.00	(\$473.80)	5
-0004 TAX INTEREST PERS PR	\$100.00	\$100.00	\$0.00	\$262.69	\$53.29	\$162.69	263
-0001 INTEREST EARNED-LGIP	\$20,000.00	\$20,000.00	\$0.00	\$5,923.71	\$1,460.49	(\$14,076.29)	30
-0003 TRASH REVENUE	\$1,100.00	\$1,100.00	\$0.00	\$629.26	\$171.83	(\$470.74)	57
-0001 RETURN CHECK FEE	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
-0001 LOCAL SALES TAX REVE	\$40,000.00	\$40,000.00	\$0.00	\$18,631.05	\$4,435.14	(\$21,368.95)	47
-0001 CONSUMER UTILITY TAX	\$1,100.00	\$1,100.00	\$0.00	\$236.91	\$51.18	(\$863.09)	22
-0001 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$471.36	\$0.00	(\$29,528.64)	2
-0001 VEHICLE LICENSE FEES	\$7,000.00	\$7,000.00	\$0.00	(\$40.00)	\$0.00	(\$7,040.00)	-1
-0001 BANK STOCK TAX REVEN	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
-0001 ROLLING STOCK TAX	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$0.00	(\$1,200.00)	0
-0001 TRANSIENT OCCUPANCY	\$2,000.00	\$2,000.00	\$0.00	\$881.35	\$274.78	(\$1,118.65)	44
-0001 MEALS TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$37,907.79	\$9,452.11	(\$52,092.21)	42
-0001 ZONING PERMITS/FEE	\$1,500.00	\$1,500.00	\$0.00	\$550.00	\$300.00	(\$950.00)	37
-0001 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$123,385.43	\$30,672.24	(\$376,614.57)	25
-0900 MISCELLANEOUS REVENU	\$1,000.00	\$1,000.00	\$0.00	\$1,316.82	\$1,316.82	\$316.82	132
-0910 RENTAL REVENUE	\$1,300.00	\$1,300.00	\$0.00	\$440.00	\$0.00	(\$860.00)	34
-0001 PPTRA REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$4,415.72	\$0.00	\$4,415.72	0
-0001 COMMUNICATION TAX RE	\$1,200.00	\$1,200.00	\$0.00	\$384.43	\$97.33	(\$815.57)	32
-0001 CAR RENTAL DISTRIBUT	\$6,000.00	\$6,000.00	\$0.00	\$3,563.68	\$809.32	(\$2,436.32)	59
-0001 LITTER GRANT	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
-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	\$201,099.46	\$49,104.53	(\$732,800.54)	22
012110-100-COUNCIL AND MANAGER OFFICE							
-							
-1101 WAGES/SALARIES	\$95,000.00	\$95,000.00	\$0.00	\$33,000.58	\$9,086.70	\$61,999.42	35
-2100 FICA	\$7,668.00	\$7,668.00	\$0.00	\$2,308.25	\$629.95	\$5,359.75	30
-2210 VRS	\$1,663.00	\$1,663.00	\$0.00	\$1,889.90	\$254.41	(\$226.90)	114
-2220 401K EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$90.85	\$90.85	(\$90.85)	0
-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$227.15	\$227.15	(\$227.15)	0
-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$4,346.52	(\$2,406.20)	\$9,163.48	32
-2400 GROUP LIFE INSURANCE	\$1,300.00	\$1,300.00	\$0.00	\$367.26	\$92.92	\$932.74	28
-2500 DISABILITY INSURANCE	\$808.00	\$808.00	\$0.00	\$230.34	\$58.28	\$577.66	29
-3120 PROFESSIONAL SERVICE	\$40,000.00	\$40,000.00	\$0.00	\$9,660.00	\$2,580.00	\$30,340.00	24
-3160 COUNCIL COMPENSATION	\$7,200.00	\$7,200.00	\$0.00	\$2,400.00	\$600.00	\$4,800.00	33
-3500 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$212.48	\$91.24	(\$212.48)	0
-3600 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$2,169.53	\$547.07	\$1,330.47	62
-5300 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
-5545 CONFERENCE EXPENSES/	\$4,000.00	\$4,000.00	\$0.00	\$939.59	\$150.00	\$3,060.41	23
-5810 MEMBERSHIP DUES	\$2,500.00	\$2,500.00	\$0.00	\$1,875.00	\$1,195.00	\$625.00	75
-5840 MISCELLANEOUS EXPENS	\$250.00	\$250.00	\$0.00	\$101.59	\$0.00	\$148.41	13

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-10-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
-6001 COUNCIL & PC PRINTIN	\$1,500.00	\$1,500.00	\$0.00	\$304.00	\$0.00	\$1,196.00	20
012110-100-COUNCIL AND MANAGER OF	\$193,899.00	\$193,899.00	\$0.00	\$60,123.04	\$13,197.37	\$133,775.96	31
012410-100-CLERK/TREASURER							
-							
-1101 WAGES/SALARIES	\$113,946.00	\$113,946.00	\$0.00	\$25,272.00	\$5,565.00	\$88,674.00	22
-2100 FICA	\$8,717.00	\$8,717.00	\$0.00	\$1,933.39	\$425.75	\$6,783.61	22
-2210 VRS	\$1,915.00	\$1,915.00	\$0.00	\$1,304.92	\$155.82	\$610.08	68
-2220 401K EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$55.65	\$55.65	(\$55.65)	0
-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$139.15	\$139.15	(\$139.15)	0
-2300 HEALTH PLAN	\$21,620.00	\$21,620.00	\$0.00	\$0.00	\$0.00	\$21,620.00	0
-2400 GROUP LIFE INSURANCE	\$1,527.00	\$1,527.00	\$0.00	\$331.74	\$56.91	\$1,195.26	22
-2500 DISABILITY INSURANCE	\$969.00	\$969.00	\$0.00	\$208.05	\$35.69	\$760.95	21
-3120 PROFESSIONAL SERV A	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
-3121 PROFESSIONAL SERV CP	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
-3122 POLICE AND LEGAL MAT	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-3152 WEB BASED SERVICES A	\$20,000.00	\$35,000.00	\$0.00	\$4,622.46	\$573.24	\$30,377.54	13
-3320 COMPUTER LICENSE/SU	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
-3500 COPIER EXPENSE & LEA	\$5,000.00	\$5,000.00	\$0.00	\$3,085.16	\$1,551.63	\$1,914.84	62
-3600 LATE FEES/PENALTIES	\$100.00	\$100.00	\$0.00	\$0.53	\$0.00	\$99.47	1
-3601 BANK FEES	\$400.00	\$400.00	\$0.00	\$411.72	\$92.32	(\$11.72)	103
-5210 POSTAGE	\$1,000.00	\$1,000.00	\$0.00	\$236.04	\$93.35	\$763.96	24
-5230 TELECOMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$3,006.65	\$748.23	\$3,993.35	43
-5240 INTERNET EXPENSE	\$24,000.00	\$24,000.00	\$0.00	\$11,800.34	\$2,726.26	\$12,199.66	49
-5540 EDUCATION/TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$56.45	\$0.00	\$943.55	6
-5810 MEMBERSHIP DUES	\$200.00	\$200.00	\$0.00	\$25.00	\$0.00	\$175.00	13
-5841 SPECIAL EVENTS	\$12,000.00	\$12,000.00	\$0.00	\$242.01	\$242.01	\$11,757.99	2
-6001 OFFICE SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$1,954.99	\$296.68	\$8,045.01	20
-6002 PRINTING TAX BILLS	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
-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	\$54,686.25	\$12,757.69	\$216,707.75	20
031100-100-DMV							
-							
-1101 WAGES/SALARIES	\$147,414.00	\$147,414.00	\$0.00	\$49,861.70	\$13,902.09	\$97,552.30	34
-1200 WAGES/SALARIES PT	\$30,529.00	\$30,529.00	\$0.00	\$10,307.74	\$2,710.60	\$20,221.26	34
-2100 FICA EXPENSE	\$13,613.00	\$13,613.00	\$0.00	\$4,602.96	\$1,270.90	\$9,010.04	34
-2210 VRS EXPENSE	\$3,324.00	\$3,324.00	\$0.00	\$872.13	\$117.22	\$2,451.87	26
-2220 401K EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$118.29	\$118.29	(\$118.29)	0
-2230 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$26.56	\$26.56	(\$26.56)	0
-2300 HEALTH PLAN	\$48,993.00	\$48,993.00	\$0.00	\$0.00	\$0.00	\$48,993.00	0
-2400 GROUP LIFE INSURANCE	\$2,731.00	\$2,731.00	\$0.00	\$654.62	\$168.06	\$2,076.38	24
-2500 DISABILITY INSURANCE	\$1,732.00	\$1,732.00	\$0.00	\$303.84	\$77.10	\$1,428.16	18
-3500 COPIER EXPENSE	\$2,500.00	\$2,500.00	\$0.00	\$1,134.55	\$642.52	\$1,365.45	45
-5540 EDUCATION/TRAINING	\$0.00	\$0.00	\$0.00	\$130.00	\$0.00	(\$130.00)	0
-6001 OFFICE SUPPLIES	\$300.00	\$300.00	\$0.00	\$76.85	\$0.00	\$223.15	26
-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	\$68,089.24	\$19,033.34	\$183,146.76	27
032100-100-PASS THRU - STATE FUNDS							
-							
-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							
-							
-1200 WAGES/SALARIES PT	\$53,014.00	\$53,014.00	\$0.00	\$19,207.70	\$5,539.06	\$33,806.30	14

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-10-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
-2100 FICA	\$4,056.00	\$4,056.00	\$0.00	\$1,469.54	\$423.78	\$2,586.46	36
-2210 VRS	\$400.00	\$400.00	\$0.00	\$268.26	\$36.12	\$131.74	67
-2220 401K EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$45.15	\$45.15	(\$45.15)	0
-2300 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$0.00	\$0.00	\$13,510.00	0
-2400 GROUP LIFE INSURANCE	\$600.00	\$600.00	\$0.00	\$182.39	\$46.15	\$417.61	30
-2500 DISABILITY INSURANCE	\$300.00	\$300.00	\$0.00	\$114.38	\$28.94	\$185.62	38
-3311 VEHICLE MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$1,150.34	\$89.46	(\$150.34)	115
-5110 ELECTRICITY	\$15,000.00	\$15,000.00	\$0.00	\$4,170.97	\$1,073.34	\$10,829.03	28
-6007 REPAIRS/MAINTENANCE	\$5,000.00	\$5,000.00	\$0.00	\$643.98	(\$728.73)	\$4,356.02	13
-6009 EQUIPMENT/SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$248.19	\$0.00	\$1,751.81	12
-6011 SAFETY EQUIPMENT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
-7110 PARKING LOT/STREET/S	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
-7130 REFUSE COLLECTION/LA	\$10,500.00	\$10,500.00	\$0.00	\$3,254.66	\$705.60	\$7,245.34	31
043100-100-PUBLIC WORKS	\$106,380.00	\$106,380.00	\$0.00	\$30,755.56	\$7,258.87	\$75,624.44	29
045100-100-TOWN HALL/TOWN GARAGE EXPENSES							
-							
-0002 DEBT SVC USDA BLDG L	\$15,891.00	\$15,891.00	\$0.00	\$5,864.00	\$1,466.00	\$10,027.00	37
-1102 CONTRACTED SERVICES	\$3,600.00	\$3,600.00	\$0.00	\$720.00	\$0.00	\$2,880.00	20
-5110 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$3,047.30	\$739.09	\$4,952.70	38
-5120 UTILITIES - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$1,310.35	\$0.00	\$2,689.65	33
-6005 JANITORIAL SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$526.90	\$397.75	\$2,473.10	18
-6007 REPAIR/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$652.04	\$0.00	\$347.96	65
-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	\$12,120.59	\$2,602.84	\$33,370.41	27
047100-100-REFUSE COLLECTION							
-							
-3310 STREET SWEEPING	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-3322 COMM DUMPSTER/TRASH	\$40,000.00	\$40,000.00	\$0.00	\$14,975.42	\$3,632.73	\$25,024.58	37
-5714 VA LITTER CONTROL GR	\$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	\$14,975.42	\$3,632.73	\$28,024.58	35
050100-100-WHITLOCK FAMILY PARK AND LITTLE LEAGUE FIELD							
-							
-1102 CONTRACTED SERVICES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-3310 MAINTENANCE - LANDSC	\$2,500.00	\$2,500.00	\$0.00	\$148.20	\$0.00	\$2,351.80	6
-8102 FURNITURE/EQUIPMENT/	\$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							
-							
-5840 MISCELLANEOUS EXPENS	\$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	\$201,099.46	\$49,104.53	(\$732,800.54)	22
FundExpTot	\$933,900.00	\$933,900.00	\$0.00	\$240,924.80	\$58,482.84	\$692,975.20	26
Reporting Fund: 200-CEMETERY							
0000-200-Revs							
-							
-0001 CEMETERY PLOT REVENU	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	0
-0002 HEADSTONE/NAME PLATE	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
-0003 SITE/HEADSTONE MARKI	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
-0004 CEMETERY INT-LGIP OP	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	(\$9,000.00)	0
-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)	15

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-10-31

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							
-							
-0002 SEWER REVENUE	\$110,000.00	\$110,000.00	\$0.00	\$49,832.56	\$12,113.96	(\$60,167.44)	45
-0003 WATER REVENUE	\$240,000.00	\$240,000.00	\$0.00	\$83,168.32	\$19,805.60	(\$156,831.68)	35
-0004 PROCESSING FEE	\$1,400.00	\$1,400.00	\$0.00	\$1,250.00	\$175.00	(\$150.00)	89
-0005 WATER RECONNECT FEE	\$200.00	\$200.00	\$0.00	\$150.00	\$100.00	(\$50.00)	75
-0006 CONNECTION FEE - WAT	\$30,000.00	\$30,000.00	\$0.00	\$33,900.00	\$0.00	\$3,900.00	113
-0007 CONNECTION FEE - SEW	\$48,750.00	\$48,750.00	\$0.00	\$53,600.00	\$0.00	\$4,850.00	110
-0010 PENALTY FEE W/S	\$2,000.00	\$2,000.00	\$0.00	\$1,715.00	\$480.00	(\$285.00)	86
-0012 WATER AND SEWER DEPO	\$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	\$223,615.88	\$32,674.56	(\$211,734.12)	51

500100-500-WATER & SEWER OPERATIONS

-							
-0002 DEBT SEVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$18,036.00	\$4,509.00	\$36,072.00	33
-1102 CONTRACTED SERVICES	\$90,000.00	\$90,000.00	\$0.00	\$30,191.75	\$10,493.08	\$59,808.25	34
-1200 WAGES AND SALARIES P	\$12,698.00	\$12,698.00	\$0.00	\$4,688.27	\$1,047.38	\$8,009.73	37
-2100 FICA	\$971.00	\$971.00	\$0.00	\$358.63	\$80.12	\$612.37	37
-2921 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
-3140 ENGINEERING/PROFESSI	\$30,000.00	\$30,000.00	\$0.00	\$0.00	\$0.00	\$30,000.00	0
-3500 PRINTING COSTS	\$0.00	\$0.00	\$0.00	\$257.34	\$125.24	(\$257.34)	0
-5110 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$1,673.07	\$386.67	\$3,326.93	33
-5210 MAILING COSTS	\$2,000.00	\$2,000.00	\$0.00	\$794.31	\$258.95	\$1,205.69	40
-5540 EDUCATION/TRAINING/L	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-5810 FEES AND DUES - LCWA	\$12,600.00	\$12,600.00	\$0.00	\$400.00	\$0.00	\$12,200.00	3
-5899 MISS UTILITY COSTS	\$300.00	\$300.00	\$0.00	\$87.58	\$20.40	\$212.42	29
-6007 REPAIRS/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$1,406.28	\$0.00	(\$406.28)	141
-6009 EQUIPMENT/SUPPLIES	\$4,000.00	\$4,000.00	\$0.00	\$474.17	\$93.24	\$3,525.83	12
-6022 WATER TESTING	\$6,000.00	\$6,000.00	\$0.00	\$2,162.71	\$214.74	\$3,837.29	36
-6023 COUNTY WASTEWATER TR	\$110,000.00	\$110,000.00	\$0.00	\$41,700.12	\$8,487.89	\$68,299.88	38
-6024 COUNTY WATER PURCHAS	\$97,173.00	\$97,173.00	\$0.00	\$74,357.79	\$18,622.01	\$22,815.21	77
-6030 PLANT LAB SUPPLIES/C	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
-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	\$176,588.02	\$44,338.72	\$258,761.98	41

Reporting Fund: 500-WATER & SEWER FUND

FundRevTot	\$435,350.00	\$435,350.00	\$0.00	\$223,615.88	\$32,674.56	(\$211,734.12)	51
FundExpTot	\$435,350.00	\$435,350.00	\$0.00	\$176,588.02	\$44,338.72	\$258,761.98	41

Reporting Fund: 600-CIP

0000-600-Revs							
-							
-0015 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$18,010.00	\$0.00	(\$26,990.00)	40
-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

-							
-8600 GENERAL EXPENSES - W	\$25,000.00	\$25,000.00	\$0.00	\$62,508.81	\$0.00	(\$37,508.81)	250
-8650 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0
600100-600-CAPITAL PROJECTS FUND	\$70,000.00	\$70,000.00	\$0.00	\$62,508.81	\$0.00	\$7,491.19	89

Reporting Fund: 600-CIP

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-10-31

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	\$62,508.81	\$0.00	\$7,491.19	89
Grand Totals:	TotalRev	\$1,481,950.00	\$1,481,950.00	\$0.00	\$442,725.34	\$81,779.09	(\$1,039,224.66)	30
	TotalExp	\$1,439,250.00	\$1,439,250.00	\$0.00	\$480,021.63	\$102,821.56	\$959,228.37	33

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
10.21.2024-11.20.2024	1,976,400	1,734,335	12.2%	\$ 18,324.70	\$ 23,673.73
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
TOTALS	23,535,700	18,513,688		\$ 221,440.88	\$ 260,852.77

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
10.31.2024-11.30.2024	521,400	855,396	-64.1%	\$ 7,143.97	\$ 15,102.64
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
TOTALS	10,134,879	8,639,789		\$ 140,694.74	\$ 157,149.10



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

11.10.2025

TO: Mineral Town Council

FROM: Kendra Ellis, DMV Manager

SUBJECT: DMV Report

Background:

Enclosed is the monthly DMV Report.

Recommended Action:

Attachments:

DMV Report



Nicole Washington <nwashington@townofmineral.net>

DMV Revenue question @ 10.14 meeting

1 message

Nicole Washington <nwashington@townofmineral.net>

Thu, Oct 16, 2025 at 2:41 PM

To: Town Council <council@townofmineral.net>, Kelly Singletary <ksingletary@townofmineral.net>

Bcc: Kendra Ellis <kellis@townofmineral.net>

Good afternoon Council Members,

During Tuesday evening's meeting, Council Member Hempstead inquired why the DMV revenue on the Budget and Analysis report did not align with the actual amount. I explained that the Budget and Analysis report reflects the actual amount deposited into the Town's bank account each month from the DMV. While we estimate this amount using a spreadsheet, the exact figure varies.

Upon reviewing the revenue spreadsheet maintained by the DMV Manager for Council reporting, I discovered an error in the formula; it did not include all reported revenue cells (i.e., all days with reported revenue). After updating the cells, the revenue now largely aligns with the monthly deposit amount.

The exact dollar amounts will likely never match perfectly for two primary reasons:

1. ****Tiered Revenue Percentage:**** Like all localities, we receive a percentage of the total DMV revenue on a tiered basis. This percentage can go up to 5% and changes based on the gross revenue amount reached each quarter. For example, if we reach \$1 million, our percentage drops to 1%. Our current calculated revenue percentage is 4%.
2. ****Deposit Schedule Discrepancy:**** Although DMV deposits occur daily, we receive a single monthly deposit. The timing of this monthly deposit and the specific weeks it encompasses mean that the actual deposited amount will almost certainly never precisely match the DMV-reported amount from the DMV Manager's spreadsheet.

Please feel free to contact me with further questions or concerns. I will address this publicly at the next meeting as well.

Best regards,

Nicole Washington
Town Manager

312 Mineral Ave
Mineral, VA
Ph: 540-894-5183
Email: nwashington@townofmineral.net



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

11.10.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager's Report

Background:

Enclosed is the monthly Town Manager's Report.

Recommended Action:

Attachments:

Manager's Report



Town Council

REPORT SUMMARY

Meeting Date: November 10, 2025

Section H, Item 3.

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager Report

Personnel

1. I would like to introduce Teri Burns as our new Town Clerk. She comes to us from the banking and finance industry. She is a long-time resident of Louisa County and lived in Mineral during her school age years.

Finance

1. Audit for FY2023- In process

Park Update (administrative)

1. Luck Field bathrooms – No update
2. Lights for the park – Put on hold

Water/Sewer

1. Summit IG (subcontractors S -N Communications, Hyland) has the project for the conduit that is being installed in the Town. This conduit is coming down 22, rounding to Fredericks Hall rd., but also out to Pendelton and back to Richmond. They will be out of the town by January 2026. While they are in the intersection of First St and Mineral Ave. I would like to have water valves installed.
2. Water valves (2) on Mineral Ave- While Summit IG is in the area running conduit in the town and setting manholes for the conduit, I would like to take advantage of the traffic control and utilize them while they are here, to get the 2 valves installed for water shutoff on Mineral and going down E First street. Utilizing them will save on some expenses and allow the town to isolate water flow when needed for repair or line replacement.
 - a. One to turn water off down Mineral Ave to 4th street to isolate water flow when needed. Location of the valve is in front of VFW
 - b. Second valve to isolate water on E First street to Albemarle Ave. Location is beside the Exxon in the safe zone.

Motion to approve or deny the 2 valves to be installed on Mineral Ave.



Town Council

REPORT SUMMARY

Meeting Date: November 10, 2025

Section H, Item 3.

MuniCode

1. The new link for MuniCode will be on the website next week.

Louisa County

1. The Summit IG project (conduit project in the town and throughout Louisa County) caused some confusion and disruption, but for the most part was smooth given the task that they had. I did speak with Christian, County Administrator, and asked that when these projects in the county are to affect the Towns, could we be notified and have a seat at the table for discussion on concerns or at least a meeting with them. He did say he told them to contact the towns to coordinate the project, however the subcontractors only wanted plans to review. Christian quickly put me in contact with Chip Turner, who is the Vice President of the Summit IG. Chip and I discussed concerns and then met the crew (to include Hank) on Wednesday and went over the project.



MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

11.10.2025

TO: Mineral Town Council

FROM: Nicole Washington, Town Manager

SUBJECT: Well #4

Background:

Well #4 update



Town Council

REPORT SUMMARY

Meeting Date: November 10, 2025

Section I, Item 1.

TO: Town of Mineral Council Members

FROM: Nicole Washington, Town Manager

SUBJECT: Well 4

We are back in Use on Well #4 as you know. The analysis we did over a 3-day period showed **well 4 pumped 98,000 gallons** of water and during the same time we used 12,000 gallons of water from LCWA (Louisa County Water Authority). In looking back at our numbers, the town has used approximately 67,000 in one day from LCWA in the month of September. This past week (Tuesday 11.4.25-11.6.25) the readings showed no water coming from LCWA, and all the water was pumped from well 4. We are in a drought, and we are noticing that the well is not recovering completely. We are keeping an eye on this.



Town Council

REPORT SUMMARY

Meeting Date: November 10, 2025

TO: Town of Mineral Council Members

FROM: Nicole Washington, Town Manager

SUBJECT: Public Hearings

We are having 3 public hearings in December. Two of the public hearings are a formality from when they were adopted the last time they were presented and one, the General Commercial District, is to add use permitted by CUP. The ads must be submitted by Tuesdays in order to meet the deadlines for the paper.