



## **MINERAL COUNCIL REGULAR MEETING AGENDA**

**September 14, 2026 at 6:30 PM**

**312 Mineral Avenue Mineral Virginia 23117**

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

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. ADOPTION OF AGENDA**

**E. PUBLIC COMMENT**

**F. APPROVAL OF MINUTES**

1. Minutes dated 6.8.2026
2. Minutes dated 6.18.2026
3. Minutes dated 6.25.2026
4. Minutes dated 7.2.2026
5. Minutes dated 7.6.2026
6. Minutes dated 7.13.2026
7. Minutes dated 7.23.2026
8. Minutes dated 8.6.2026
9. Minutes dated 8.10.2026
10. Minutes dated 8.17.2026

**G. ACCOUNTS PAID**

1. Accounts Paid

## **H. REPORTS**

1. Town Manager Report
2. DMV Report
3. Treasurer Report
4. Attorney Report

## **I. COMMITTEE REPORTS**

1. Committee Reports

## **J. OLD BUSINESS**

1. FY27 Budget
2. Engineer study update
3. Discuss manhole upgrade
4. Discuss quote for road upgrade at Spring Grove Memorial Park Cemetery
5. Discuss Treasurer position

## **K. NEW BUSINESS**

1. 707 Virginia Ave
2. Council Electronic Policy

## **L. CALENDAR**

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

## **N. BACK IN SESSION**

## **O. COUNCIL COMMENTS**

## **P. ADJOURN**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube  
Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye

Nicole Washington - Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town Treasurer, Andrea Erard - Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.



# MINERAL COUNCIL REGULAR MEETING MINUTES

June 08, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

## A. CALL TO ORDER

Mayor Harlowe called the meeting to order at 6:30pm.

## B. ROLL CALL

### PRESENT

Mayor Harlowe  
Vice Mayor Kube (Zoom)  
Council Member Covert  
Council Member Hempstead  
Council Member McGehee  
Council Member Spedden  
Council Member Von Tye

### OTHERS PRESENT

Town Clerk Teri Burns

## C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance.

## D. ADOPTION OF AGENDA

A motion was made to add FOIA, Bullying and Council Comments to the agenda.

Motion made by Council Member McGehee, seconded by Council Member Covert.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden, Council Member Spedden

Voting Nay: Council Member Hempstead, Vice Mayor Kube

**Motion Passed: 4-2-0**

Mayor Harlowe read her response to recent facebook posts.

Council Member Covert responded to the Mayor's response.

## E. PUBLIC COMMENT

Blair Nipper asked for transparency, documentation and accountability from the Council.

McKenzie Brooks raised concerns about compensation, work environment, support and the desire to be heard.

Jessica Osborne spoke on the lack of communication, the hint of paychecks being cut and the procedures outlined in the employee handbook not being followed. In addition, she noted The Mineral DMV Select Office was ranked #3 in the state of Virginia.

Christopher Adams owner of Patriot Auto Tag & Title spoke on the financial partnership between his company and the town, stressing the importance of protecting the people and the operations that generate revenue are just as important as managing expenses.

Rena Adams introduced herself and informed the council that she needs for the DMV staff to be supported. Her business depends on the staff. She thanked the DMV staff.

Rebecca McGehee stated she had talked to Rusty McGuire and he was not investigating the DPOR complaint. She suggested the council offer their pay for the staff. She shared concerns that Kelly Singletary was instructed to share login credentials, user ids, and access to credit information. This is something that needs to be investigated.

Paul Snider asked the council as a business owner to set aside all differences and work together for the people of the town. Stating if the water rates are increased he will have to close the doors.

## F. APPROVAL OF MINUTES

1. Approve or amend minutes dated 5.11.2026

A motion was made to approve the minutes dated 5.11.2026.

Motion made by Council Member Von Tye, seconded by Council Member Spedden  
Voting Yea: Council Member Covert, Council Member Hempstead, Vice Mayor Kube,  
Council Member McGehee, Council Member Spedden, Council Member Von Tye.

**Motion Passed: 5-0-0**

2. Approve or amend minutes dated 5.18.2026

A motion was made to approve the minutes dated 5.18.2026

Motion made by Council Member Von Tye, seconded by Council Member Hempstead.  
Voting Yea: Council Member Covert, Council Member Hempstead, Council Member  
Spedden, Council Member Von Tye.

Abstained: Vice Mayor Kube, Council Member McGehee  
**Motion Passed: 4-0-2**

## **G. ACCOUNTS PAID**

### **1. Accounts Paid May 2026**

Council Members reviewed the accounts paid.

### **2. Invoices for approval June 2026**

Mayor Harlowe stated adjustments would be made to the invoice to the Louisa County Water Authority. The applicant at 203 W Eighth Street had withdrawn his application. The connection of the 14 homes was paid for and only eight have been connected. That bill could possibly be less.

A motion was made to approve the invoices as amended.

Motion made by Council Member Von Tye, seconded by Vice Mayor Kube.

Voting Yea: Council Member Covert, Council Member Hempstead, Vice Mayor Kube, Council Member McGehee, Council Member Spedden, Council Member Von Tye.

**Motion Passed: 6-0-0**

## **H. REPORTS**

### **1. TOWN MANAGER REPORT**

Interim Town Manager Harlowe verbally presented her report.

### **2. DMV REPORT**

The DMV report was reviewed.

### **3. TREASURER REPORT**

## **I. COMMITTEE REPORTS**

### **1. BEAUTIFICATION & LITTER (MICHELLE COVERT)**

Council Member Covert asked Robin from the Farmer's Market for ideas on what could be planted at the love sign and the town signs.

### **2. POLICE, LEGAL, FIRE & RESCUE (BECKY MCGEHEE & MICHELLE COVERT)**

Council Member McGehee stated Rusty McGuire was not investigating the DPOR complaint.

### **3. STREETS (BERNICE KUBE & BOB SPEDDEN)**

No report.

**4. PLANNING COMMISSION (COUNCIL LIAISON DAVE HEMPSTEAD)**

No report.

**5. CEMETERY (DAVE HEMPSTEAD & BERNICE KUBE)**

Council Member Hempstead stated he was waiting on notification from the manufacturer on the Potts Columbarium.

**6. PERSONNEL (BERNICE KUBE & AFTON VON TYE)**

Vice Mayor Kube stated the committee would schedule a time next week to discuss the manager position.

**7. WATER & SEWER (DAVE HEMPSTEAD & AFTON VON TYE)**

The mayor stated she had signed a contract today to conduct a study to determine new well sites. Council Member Hempstead stated he is waiting on an estimate from Tri State.

**8. BUDGET & FINANCE (DAVE HEMPSTEAD & AFTON VON TYE)**

The Public Hearing for the budget is scheduled for June 18, 2026 at 6:30pm.

**9. PARKS (BERNICE KUBE & BOB SPEDDEN)**

No report.

**10. COMMUNICATIONS (BERNICE KUBE & MCHELLE COVERT)**

A discussion was held concerning the town electronic sign.

**11. ECONOMIC DEVELOPMENT (BERNICE KUBE & DAVE HEMPSTEAD)**

The Mayor stated there was a new business coming into town but she did know if she could disclose it yet.

**J. OLD BUSINESS**

1. Public Hearing June 18,2026.

**K. NEW BUSINESS**

1. Food Truck Discussion

A discussion was held on the process of obtaining a business license.

2. Discussion of 8th street between Forest Avenue & Chestnut Avenue

The Mayor stated sometime ago a portion of Eighth Street was closed, one half was deeded to the land owner on one side, the other half was never deeded to the land owner on the other side. The land owner has to pay for the deed.

3. FOIA

The Mayor stated that herself and FOIA officer, Teresa Newton, have been summoned to court this Thursday for FOIA related issues. Council Member McGehee stated she had submitted several FOIA requests that have been denied. McGehee has also been told she does not use the right language in making requests. The Mayor commented that council members do not have FOIA to obtain documents.

**L. CALENDAR**

Council Members reviewed the upcoming calendar events.

**M. COUNCIL COMMENTS**

Council Members shared their comments.

**N. ADJOURN**

A motion was made to adjourn at 7:40pm.

Motion made by Council Member Hempstead, seconded by Council Member Spedden. Voting Yea: Council Member Covert, Council Member Hempstead, Vice Mayor Kube, Council Member McGehee, Council Member Spedden, Council Member Von Tye.

**Motion Passed: 6-0-0**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

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

Pamela Harlowe - Interim Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town Treasurer, Vacant - Town Attorney

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## MINERAL COUNCIL PUBLIC HEARING MINUTES

June 18, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

The Mayor called the meeting to order at 6:30pm.

### B. ROLL CALL

#### PRESENT

Council Member Covert  
Council Member Hempstead  
Vice Mayor Kube (zoom)  
Council Member McGehee  
Council Member Spedden  
Council Member Von Tye  
Mayor Harlowe

#### OTHERS PRESENT

Attorney John Conrad  
Town Clerk Teri Burns

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance.

### D. ADOPTION OF AGENDA

A motion was made to adopt the agenda as presented.

Motion made by Vice Mayor Kube, seconded by Council Member Hempstead.

Voting Yea: Council Member Covert, Council Member Hempstead, Vice Mayor Kube,  
Council Member McGehee, Council Member Spedden, Council Member Von Tye

**Motion Passed: 6-0-0**

## E. CLOSED SESSION

The Town Clerk read the closed session motion, Section 2.2-3711(A)(8).

Motion made by Vice Mayor Kube, seconded by Council Member Hempstead.

Voting Yea: Council Member Covert, Council Member Hempstead, Vice Mayor Kube, Council Member McGehee, Council Member Spedden, Council Member Von Tye.

The Council Members convened in closed session at 6:34pm.

The Town Clerk read the Certification of Closed Meeting at 7:14pm.

Voting Yea: Mayor Harlowe, Vice Mayor Kube, Council Member Covert, Council Member Hempstead, Council Member McGehee, Council Member Spedden, Council Member Von Tye.

## F. PUBLIC HEARING

A vote was not taken to open the Public Hearing.

No one signed up to speak during the Public Hearing.

A vote was not taken to close the Public Hearing.

A meeting is scheduled for June 25, 2026 at 6:00pm to vote on the budget.

Council Members discussed several line items in the budget.

## E. ADJOURN

A motion was made to adjourn the meeting at 7:25pm.

Motion made by Vice Mayor Kube, seconded by Council Member Covert.

Voting Yea: Council Member Covert, Council Member Hempstead, Vice Mayor Kube, Council Member McGehee, Council Member Spedden, Council Member Von Tye.

**Motion Passed: 6-0-0**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

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

Pamela Harlowe - Interim Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town Treasurer, Vacant - Town Attorney

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request to the Clerk of Council by the final Monday of the month preceding the meeting.

DRAFT



## MINERAL COUNCIL SPECIAL BUDGET MEETING MINUTES

June 25, 2026 at 6:00 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

Mayor Harlowe called the meeting to order at 6:00pm.

### B. ROLL CALL

#### PRESENT

Council Member Covert

Council Member Hempstead (arrived at 6:03pm)

Vice Mayor Kube (zoom)

Council Member McGehee

Council Member Spedden

Council Member Von Tye

#### OTHERS PRESENT

Town Clerk Teri Burns

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance.

### D. ADOPTION OF AGENDA

A motion was made to not approve the FY27 Budget.

Motion made by Council Member McGehee, seconded by Council Member Covert.

Voting Yea: Council Member Covert, Council Member Hempstead, Council Member McGehee, Council Member Spedden

Voting Nay: Council Member Kube, Council Member Von Tye

**Motion Passed: 4-2-0**

A motion was made to adjourn at 6:06pm.

Motion made by Council Member Covert, seconded by Council Member McGehee.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden

Voting Nay: Council Member Hempstead, Vice Mayor Kube, Council Member Von Tye, Mayor Harlowe

**Motion Failed: 3-4-0**

## **E. OLD BUSINESS**

1. Approve or Amend FY 27 Budget

Council Members discussed the budget.

## **F. ADJOURN**

A motion was made to adjourn at 6:24pm.

Motion made by Council Member Hempstead, seconded by Council Member Spedden.  
Voting Yea: Council Member Covert, Council Member Hempstead, Council Member McGehee, Council Member Spedden, Council Member Von Tye

Voting Nay: Vice Mayor Kube

**Motion Passed: 5-1-0**



## MINERAL COUNCIL SPECIAL MEETING MINUTES

July 02, 2026 at 6:30 AM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

Mayor Harlowe postponed the meeting to July 6, 2026 at 6:30pm due to a hostile environment.

### B. ROLL CALL

### C. PLEDGE OF ALLEGIANCE

### D. ADOPTION OF AGENDA

1. Motion to adopt or amend agenda

### E. ADOPTION OF AGENDA

1. Discussion and Approve the FY27 Budget

### F. ADJOURN

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye, Dave Hempstead

Pamela Harlowe - Interim Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town Treasurer, Vacant - Town Attorney

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## MINERAL COUNCIL SPECIAL MEETING MINUTES

July 6, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

Mayor Harlowe called the meeting to order at 6:30pm.

### B. ROLL CALL

#### PRESENT

Council Member Michelle Covert  
Council Member David Hempstead  
Council Member Rebecca McGehee  
Council Member Bob Spedden  
Council Member Afton Von Tye  
Mayor Pamela Harlowe

#### ABSENT

Vice Mayor Bernice Kube

#### STAFF PRESENT

Teri Burns - Town Clerk

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

### D. ADOPTION OF AGENDA

A motion was made to adopt the agenda as presented.

Motion made by Council Member Covert, Seconded by Council Member McGehee.  
Voting Yea: Council Member Covert, Council Member Hempstead, Council Member McGehee, Council Member Spedden, Council Member Von Tye

**Motion Passed: 5-0-0**

Council Member McGehee requested roll call voting to avoid confusion stemming from a prior meeting's record. The Mayor acknowledges the need to improve voting procedures. Roll call voting was used later for motions.

## E. PUBLIC COMMENT

Blair Nipper raised concerns regarding recent employee complaints of payroll discrepancies, insurance deductions, tax withholdings, and not being able to obtain answers to basic questions regarding compensation. Blair respectfully requests the council to fully examine the payroll issues, ensure employees are treated with respect, strengthen safeguards for confidential information, comply with Virginia's transparency laws and take meaningful steps to restore public confidence.

Becky McGehee also raised concerns regarding employee welfare during recent events. Requesting the Personnel Committee to check in with employees to assess needs and concerns they may have.

Hunter Martin addressed concerns regarding well #4, stating it was down to approximately ninety feet. Previously it had been between one hundred and one hundred and eight feet. The drop occurred within the last week to ten days. He recommended implementing voluntary restrictions at a minimum, preferably mandatory restrictions, noting the water authority has implemented restrictions in other areas of the county served by groundwater.

## F. OLD BUSINESS

### 1. Discussion and Approve the FY27 Budget

Discussion of cemetery revenue line items for the marking of gravesites and headstones and proper accounting between cemetery funds and the town's general fund. The Council acknowledges the need to adjust records and clarify fund allocations.

Discussion of IT, internet and web service costs raised concerns that the cost exceeds the town's needs and ability to pay. Suggestions were made to renegotiate contracts, reduce redundant connections and explore right size services. Council recognizes that business licenses differ from consumer pricing. Council also acknowledges limited in house expertise and the need to consult outside parties.

Council Members discussed and agreed to inviting the Town Manager Candidates to the upcoming meeting on July 13, 2026.

Council Member McGehee stated she wants everyone to be compensated with a raise.

A motion was made that the Town Council approve a continuing appropriation resolution to extend the fiscal year twenty six budget into fiscal year twenty seven, effective July first, which has already passed and this action will authorize all departments, offices, agencies of the town to continue operating at the same expenditure levels and under the same appropriations policies and restrictions as adopted in the twenty six budget till such time as council adopts the twenty seven budget. This continuation shall remain in effect only for the minimum period necessary to finalize and adopt the twenty seven budget and shall not authorize any new programs, capital projects or expenditures beyond those previously approved in the twenty six budget unless separately authorized by the council. An extension period of sixty days shall be incorporated into the resolution.

Motion made by Council Member McGehee, Seconded by Council Member Covert.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden  
Voting Nay: Council Member Hempstead, Council Member Von Tye  
**Motion Passed: 3-2-0**

## G. ADJOURN

A motion was made to adjourn the meeting.

Motion made by Council Member Hempstead, Seconded by Council Member Covert  
Voting Yea: Council Member Covert, Council Member Hempstead, Council Member McGehee, Council Member Spedden, Council Member Von Tye  
**Motion Passed: 5-0-0**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube  
Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye, Dave Hempstead

Pamela Harlowe - Interim Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town Treasurer, Vacant - Town Attorney

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## MINERAL COUNCIL REGULAR MEETING MINUTES

July 13, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

Mayor Harlowe called the meeting to order at 6:30pm

### B. ROLL CALL

#### PRESENT

Council Member Michelle Covert  
Council Member Rebecca McGehee  
Council Member Bob Spedden  
Council Member Afton Von Tye  
Mayor Pamela Harlowe

#### ABSENT

Council Member David Hempstead  
Vice Mayor Bernice Kube

#### OTHERS PRESENT

Town Clerk Teri Burns

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance

### D. ADOPTION OF AGENDA

A motion was made to adopt the agenda as presented

Motion made by Council Member Von Tye, Seconded by Council Member Covert.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden, Council Member Von Tye

**Motion Passed: 4-0-0**

**E. PUBLIC COMMENT**

Blair Nipper respectfully requests the Council to reconsider whether professional administration should remain a responsibility of the Acting Town Manager.

**F. REPORTS****1. TOWN MANAGER REPORT**

The Town Manager report was reviewed and discussed

**2. DMV REPORT**

The DMV report was reviewed. It was suggested to have a time line to review trends of the DMV revenue

**G. COMMITTEE REPORTS****1. BEAUTIFICATION & LITTER (MICHELLE COVERT)**

Council Member Covert reported that plants were not put in due to the drought conditions.

**2. POLICE, LEGAL, FIRE & RESCUE (BECKY MCGEHEE & MICHELLE COVERT)**

Council Member McGehee read a report from Kendra Ellis, DMV Select Manager, on the events that occurred at the Town Office on July 2, 2026.

**3. STREETS (BERNICE KUBE & BOB SPEDDEN)**

No report

**4. PLANNING COMMISSION (COUNCIL LIAISON DAVE HEMPSTEAD)**

There was a discussion of removing Teresa Newton from the Planning Commission.

**5. CEMETERY (DAVE HEMPSTEAD & BERNICE KUBE)**

No report

**6. PERSONNEL (BERNICE KUBE & AFTON VON TYE)**

No report. It was stated that information would be provided during the closed session.

**7. WATER & SEWER (DAVE HEMPSTEAD & AFTON VON TYE)**

No report. Hunter Martin, Town of Mineral well operator, recommended a mandatory water restriction based on the current water level in well 4.

**8. BUDGET & FINANCE (DAVE HEMPSTEAD & AFTON VON TYE)**

No report

**9. PARKS (BERNICE KUBE & BOB SPEDDEN)**

No report

**10. COMMUNICATIONS (BERNICE KUBE & MCHELLE COVERT)**

No report

**11. ECONOMIC DEVELOPMENT (BERNICE KUBE & DAVE HEMPSTEAD)**

No report

**H. OLD BUSINESS**

1. Discussion and approval of tree removal at 504 E Fifth Street

A motion was made to table the decision

Motion made by Council Member McGehee, Seconded by Council Member Covert.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member  
Spedden, Council Member Von Tye

**Motion Passed: 4-0-0**

**I. NEW BUSINESS**

1. Discuss zoning application details and potentially schedule public hearing

The Council Members discussed the application ultimately deciding to table the decision to give the Planning Commission time to review the details and make a recommendation.

**J. CALENDAR**

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

Discuss prospective candidates for employment.

The Town Clerk read the closed meeting motion at 7:03pm

Voting Yea: Council Member Covert, Council Member McGehee, Council Member  
Spedden, Council Member Von Tye

**Motion Passed: 4-0-0**

## **L. BACK IN SESSION**

The Town Clerk read the certification of the closed session at 7:24pm.

Voting Yea: Council Member Covert, Council Member Spedden, Council Member Von Tye, Mayor Harlowe

Voting Nay: Council Member McGehee

A motion was made to hire Nicole Washington to be the Town Manager, and to offer her the same salary, benefit package and that the Council offer her a contract for three years. If the Council backs out of the contract they will pay 100% of her salary.

Motion made by Council Member Covert, Seconded by Council Member McGehee.

Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden

Voting Nay: Council Member Von Tye

**Motion Passed: 3-1-0**

## **M. COUNCIL COMMENTS**

Council Members shared their comments.

## **N. ADJOURN**

A motion was made to adjourn at 7:28pm

Motion made by Council Member Covert, Seconded by Council Member Spedden.

Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden, Council Member Von Tye

**Motion Passed: 4-0-0**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye, Dave Hempstead

Pamela Harlowe - Interim Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town Treasurer, Vacant - Town Attorney

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## MINERAL COUNCIL SPECIAL MEETING MINUTES

July 23, 2026 at 5:00 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

Mayor Harlowe called the meeting to order at 5:00pm.

Council Member McGehee requested a fifteen minute delay, which was granted by Mayor Harlowe.

### B. ROLL CALL

#### PRESENT

Council Member Michelle Covert  
Council Member David Hempstead  
Vice Mayor Bernice Kube  
Council Member Rebecca McGehee  
Council Member Bob Spedden  
Council Member Afton Von Tye  
Mayor Pamela Harlowe

#### OTHERS PRESENT

Town Manager Nicole Washington  
Town Clerk Teri Burns  
Attorney John Conrad

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance

### D. ADOPTION OF AGENDA

A motion was made to amend the agenda by adding public comment

Motion made by Council Member McGehee, Seconded by Council Member Covert.

Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden

Voting Nay: Council Member Hempstead, Vice Mayor Kube, Council Member Von Tye, Mayor Harlowe

**Motion Failed 3-4-0**

A motion was made to adopt the agenda as presented

Motion made by Council Member Hempstead, Seconded by Council Member Von Tye.

Voting Yea: Council Member Hempstead, Vice Mayor Kube, Council Member Spedden, Mayor Harlowe

Voting Nay: Council Member Covert, Council Member McGehee, Council Member Von Tye

**Motion Passed: 4-3-0**

## **E. OLD BUSINESS**

A motion was made based on the invalid and unlawfulness of the Town Council vote on 7/13/2026 and the employment contract dated 7/14/2026, the Mineral Town Council hereby rescinds the vote of The Mineral Town Council taken on 7/13/2026, the employment contract dated 7/14/2026.

Motion made by Council Member Hempstead, Seconded by Council Member Von Tye.

Voting Yea: Council Member Hempstead, Vice Mayor Kube, Council Member Von Tye, Mayor Harlowe

Voting Nay: Council Member Covert, Council Member McGehee, Council Member Spedden

**Motion Passed: 4-3-0**

In consideration of the prior vote, effective immediately, Nicole Washington has no authority to act as Town Manager, Treasurer or Zoning Administrator and is hereby ordered to immediately cease and desist all actions of Town Manager, Treasurer and Zoning Administrator and immediately vacate the Town Hall. The Acting Town Manager is hereby authorized to employ private security personnel to enforce these motions, which is Mayor Harlowe.

Motion made by Council Member Hempstead, Seconded by Council Member Von Tye.

Voting Yea: Council Member Hempstead, Vice Mayor Kube, Council Member Von Tye, Mayor Harlowe

Voting Nay: Council Member McGehee, Council Member Spedden

**Motion Passed: 3-2-0**

Council Member Covert read a statement regarding Mayor Harlowe's recent actions

Council Member Covert chose not to dignify the motions with a vote

### **1. Attorney Comments**

Attorney John Conrad provided documents to Council Members regarding the appeal to the Virginia Employment Commission claim filed by Nicole Washington. Vice Mayor Kube made a motion to hire John Conrad as the Town Attorney. Mr. Conrad declined.

## F. ADJOURN

Motion to adjourn at 5:45pm

Motion made by Council Member McGehee, Seconded by Council Member Covert.  
Voting Yea: Council Member Covert, Council Member Hempstead, Vice Mayor Kube, Council Member McGehee, Council Member Spedden, Council Member Von Tye  
**Motion Passed: 6-0-0**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube  
Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye, Dave Hempstead

Nicole Washington - Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town Treasurer, Vacant - Town Attorney

Town Council meets for its regular session on the second Monday of each month at 6:30 p.m. Persons wishing to be heard or having an item to be placed on the agenda should make their request to the Clerk of Council by the final Monday of the month preceding the meeting.



## MINERAL COUNCIL SPECIAL MEETING MINUTES

August 06, 2026 at 5:00 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

The meeting was cancelled due to the lack of a quorum.

### B. ROLL CALL

### C. PLEDGE OF ALLEGIANCE

### D. ADOPTION OF AGENDA

### E. PUBLIC COMMENT

### F. PUBLIC COMMENT

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

Teri Burns <townclerk@townofmineral.net> **Fwd: Council Mtng 10 Aug**

Michael Huff <michael.huff23@gmail.com>  
To: townclerk@townofmineral.net

Please see the below and attached for the next Council meeting.

Good day Council Members. I have been remiss in coming back as the one after the one I attended, I remembered the wrong day and then for this one and t work. I read through past minutes, looked at the budget, bills paid, and have heard the rumblings going on. I would like to offer up some notes for considerati working in the business world for 23+ years and this is the lens I was using. Apologies if these have already been considered.

Please see attached

Mineral 3.5- is a boundary from 312 Mineral Ave. Sharing this as if we amended the charter to include those inside the 3.5-mile radius it could op but it could pay dividends to the town).

Mineral 3.5 Us- This is to illustrate where my residence is with the green square. I highlight this, as my wife and I consider ourselves part of Mine used the laudromat in town. I utilize the Barber shop multiple times per month. We eat at Sabors, Joe Joes, Mineral Restaurant. Used the DMV S at other places we have lived and want to do some here to drive foot traffic to town. We have only lived here two years, and my work travels hav Mineral Economic- I know you all are probably aware of this but just wanted to see how the town boundaries

fall (42, 43, 58, 59).

Mineral Economic Us- This is my property (green highlighted rectangle) and it falls in 58. Again, showing this as a thought for charter amendmen

Budget

First and foremost, I'm on board with a lot of it and good decisions were made. Some things to consider;

On board with reducing Town Manager pay, for now. If we want to keep talent, they need to be compensated appropriately. I say this as I h for another job b/c it paid a bit more which increases their quality-of-life

Professional services- FY26 \$40k, FY27 \$50k but it looks like the town only was a bit over \$18k for FY26. Could this not be less than the \$ data?

Audit/CPA- over \$54k. De we solicit competitive bids every 3-5 years? How we determined if there is any double work being done? IT and Telecomm- Has an audit in this area been done recently? Has Starlink ever been considered? It is more expensive up front but the would be half of what is being paid for each. If no to Starlink, are the current speeds all needed? Speed affects pricing. Because of all the redundant fees.

Copier costs- this was confusing to look at b/c there seems to be a lot all over. Are the leases not combined? Are they able to be? What is possibly away from hard copies being needed and printed at the town expense. Digital signatures were a drop in the savings bucket and n DMV paperwork not be emailed to customers? Saved to their online DMV account?

Electricity- How many of the lights in town are LEDs? I drive through town about 0530-0545 Mon-Fri and the array of different colors there as energy efficient as they could be, nor as bright. Have we done a streetlight inventory at all?

DMV- Revenue decreased, so have we been open hours that aren't conducive for the customers? Do we have a by-hour customer count w out new hours? I have never done one but how much are appointments utilized? If they are, can we optimize and make this the preferred walk-in hours being different? Are we even able to use appointments? I tried looking up different things I would need and Mineral isn't even DMV Selects (or otherwise) that are oversaturated that those customers can be deferred to Minerals?

Misc Revenue- FY26 says close to \$29k and FY27 is forecasting \$1K. What is this and why is it so large a gap?

Water- purchases are budgeted to decline? If demand remains the budget is now \$26k short already.

Wastewater treatment- is there a down trend?

Asking b/c the projection is ~\$140k but only approving \$125k.

Landfill/Hauling- with inconsistent tonages (7.26, 6.65, 6.79, 7.29- these four average 6.99 tons) does this not affect funding? It would see load 7 tons) there would easier forecasting for budget.

Special events- reduced to \$0. What special events were the town paying for?

Looking at the above, it could potentially save \$30-50k annually.

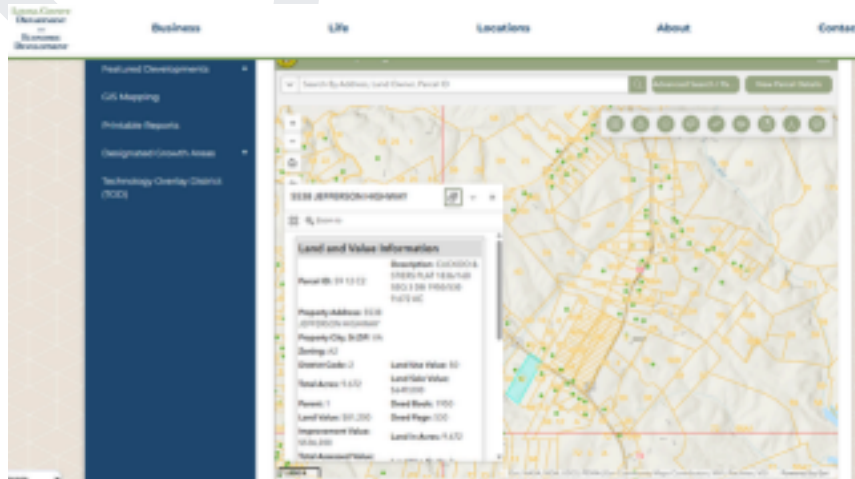
I appreciate the time you spent on reading this and the considerations that may be had.

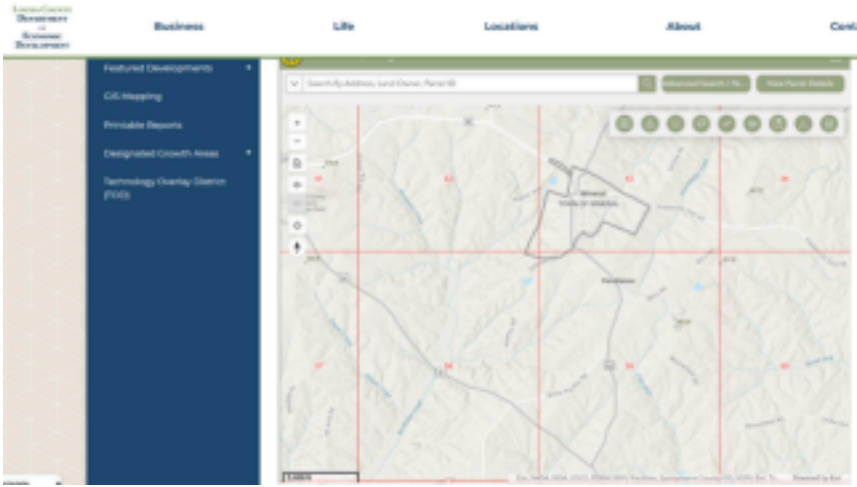
Respectfully,

Have a blessed day!

Jesus saves!

Mike & Jess Huff





Teri Burns &lt;townclerk@townofmineral.net&gt;

## Official Public Record Submission for Tonight's Meeting – LASER / Town Charter Discussion

JC <jwchristi@gmail.com> Mon, Aug 10, 2026 at 8:01 AM To: townclerk@townofmineral.net  
Cc: Jonathan Christian <robots@laser23093.org>, "president@laser23093.org"  
<president@laser23093.org>, "vp@laser23093.org" <vp@laser23093.org>, "treasurer@laser23093.org"  
<treasurer@laser23093.org>, "secretary@laser23093.org" <secretary@laser23093.org>

Teri,

This is Jonathan Christian and I'm the Executive Director of LASER writing to you from my personal email address to ensure my LASER email ([robots@laser23093.org](mailto:robots@laser23093.org)) doesn't hit a spam filter (because it literally has "robot" in the address...). I am writing to formally submit the attached statement regarding the Town Charter discussions at tonight's Town Council meeting as I am unable to attend in person (and it reads 8 minutes long which is > the 3 minute allotted public comment time).

As the Council deliberates the future of the Town Charter, it is vital that the record reflects what is truly at stake. This isn't just a discussion about administrative boundaries or a physical building—there is a "place" at stake. A place where 285 students (and counting) across six counties come to build community, find belonging, and invent the future at 102 East 1st Street.

I respectfully request that you perform the following two actions:

1. Enter this statement into the official public record and meeting minutes for tonight's meeting so it becomes part of the permanent record.
2. Forward this email and the statement below to the Mayor and all Town Council members prior to tonight's meeting so they may read it in full.

My 8 minute statement below contains the stories of a handful of LASER students that will never make the news. It is *their* voice that matters and I have the privilege to tell their stories with the hopes that the Council will understand more about "the place" that is at stake in their discussion to dissolve the Town Charter.

Thank you for your time and assistance.

JC

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### FORMAL PUBLIC COMMENT SUBMISSION FOR THE OFFICIAL RECORD

To: The Mayor and Members of the Town Council of Mineral, Virginia

From: Jonathan Christian, Executive Director, LASER

Date: August 10, 2026

Subject: Public Statement Regarding Town Charter Deliberations

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My name is Jonathan Christian; I'm the Executive Director at LASER. By now, most of you know who we are. You know about our passion for providing affordable STEAM education for all students regardless of their educational affiliation or zip code. You know about our outreach programs, our camps, and our competitive teams. Maybe you've even looked at our website. But many of you have never set foot in the building at 102 E 1st Street to see what we do firsthand. As a research scientist by day, I understand the importance of identifying what is known, and what is unknown.

The known is a comfortable place to reside, but it's dangerous. It's full of complacency and illusions of grandeur. The unknown is a humbling, exciting, wondrous place where true discovery happens. Since many of you haven't been inside 102 E 1st Street recently, what happens behind those doors is an unknown to you. Let's venture into it for a moment. Let me take you behind the scenes to meet the LASER students, to hear their stories. They're the ones that matter, not me. My name can be lost to history and that's fine by me, but it's their names, their stories that should permeate your minds and guide your decisions. My purpose here tonight is singular: to speak for the 285 kids from 6 different counties who have participated in our programs, and to remind you that there is more at stake in your decision to annul the Town

Charter. Namely, there's a "place" at stake.

Let's start with Day 1 of regular practice for our competitive robotics teams, which kicked off this past Tuesday. Excitement is palpable. It's the students' first day to start building. They've done their research, they mapped out their strategy, they sketched their first design, and now it's build day. Before practice starts, one student tells me, "While we wait, I'm going to build a helicopter." He's not kidding. A real, moving helicopter, from scratch. He knows he can do it, and I know he can do it. It's not until he's already built the blades and rotor assembly that I ask him to save the pieces for the robots. These kids can build anything; their imagination is so powerful, and their drive is second to none. This is how it should be. Teach kids basic principles, how to work together, how to evaluate ideas fairly, encourage them to take risks and try new things. Then get out of the way, cast them off into uncharted waters, and let them get wonderfully lost making new discoveries along the way.

That student who wanted to build a helicopter was inspired by another student—a middle schooler—who previously built a mock-up of a compound bow assembly just so he could study the non-linear tension profile to find a mechanical advantage for a launcher concept for his robot. He sees things once, and almost instantaneously, these amazing creations just appear out of thin air.

Let me tell you about an elementary school student that has no understanding of fluid mechanics, or Pascal's Law, and yet immediately dives in on Day 1 to use pneumatic pistons to actuate a scissor lift that needs to reach two feet in the air. He's never used pneumatics a day in his life, but he knows they're there. It's our job to put as many advanced technologies as we can into the hands of students so they can be prepared for tomorrow's workforce. Workforce development doesn't start when you're a teenager or in college. It can start in elementary school, but you have to blur the lines between play and learning to the point where they become indistinguishable. That's what we do.

I've only told you about 3 students. 282 more to go.

Still on Day 1 of practice for our competitive teams.

Let me tell you about a student who last year said, "I don't know how to build, I just do the coding." That same student built a complete drivetrain in less than three hours on Tuesday. Impossible is not in our vocabulary. We're here to build confidence into kids. How do we know when we've succeeded? To answer this, I'll quote our fifth student, a 7th grader who has been with us for three years. He said, "I don't know everything, but I feel confident that I can figure just about anything out." That's it. That's success. It's in them. It's not trophies on a wall—which we have many of—it is this life altering confidence that gives them the bravery to solve the toughest problems of the future without batting an eyelash.

Let me tell you about a new student on our competitive teams who was quiet as a mouse when she first walked through our door. Sometimes it seems like she's afraid to do the wrong thing, say the wrong thing, or make a mistake. We teach students that there are no mistakes, only learning opportunities. We meet them where they're at and put them into "must have" situations where it's not about whether you want to do something, it is that "this thing must happen to move the team forward." She needed medium-sized shafts for the wheels of the drivetrain she was building, and she needed to take them from the other half of the drivetrain another teammate was working on. That means she needed to disassemble, then reassemble the work of a teammate who was more experienced than she was. "I'm afraid to mess anything up," she said to me. She didn't really know where to start without the whole thing falling apart. She's smart, she can see the intricacies, but she's new so she doesn't have that confidence yet. So like playing Jenga, she picked a starting place, and like a team of surgeons, we worked together to dismantle and rebuild the other student's work so she could get the shafts she needed. Sometimes you have to break things to fix them. We live this lesson every day.

That's 6 students out of our 16 on our competitive teams. I'd love to tell you about the other 10, but let's shift gears.

I could tell you about the students who were visiting their grandparents at the end of summer in Goochland. Grandpa signed them up for our Battle Bots event on July 24th. They had such a good time that they immediately signed up for our Gladiator Bots summer camp which started the following Monday. At the end of the camp, one of the students said, "This was the most fun week of anything I've ever done."

Now, let me tell you about the increasing number of families who are looking for places for kids that don't have a place. They have kids who are smart, but have a hard time fitting in. They're on the spectrum, have health issues that keep them out of sports, or they have disabilities that make it hard for them to participate in group activities. Look on Google Maps and find me a place for them. Where can they dream, where can they create, where can they collaborate? It is here. In Mineral. Right down the street at 102 E 1st Street. More and more of these types of kids keep coming to us because they didn't have a place, but they do now.

Let me close with one more. A story that will never make the headlines or be found on social media.

Come back to Tuesday, and let's talk about an elementary school student on our competitive teams who was. You could see it on his face when he walked in the door. Something was weighing on him. He participated in practice, but about 30 minutes before the end, he started to pull his hat down lower over his face. I asked him how he was feeling and if he was okay. He told me about how he had a different ride home tonight because his mom was taking his great-grandma back to the doctor for more tests. It was the third such round in a seemingly short period of time. Something is wrong and the doctors are looking for answers. He's afraid of losing her. He started to tell me about other things on his mind, and I told him, "It seems like you're carrying a lot of things, that's hard. Do you always carry so much in your mind?" He said yes.

So I asked him to come with me and we sat down in the back of the room together where it was quiet. I showed him some special tokens that were inspired by a fictional novel I recently read—the details of which don't matter. This was a special project that we and Lake Anna Signs & Printing worked together on. As a kid, sometimes you feel like you have no control and you don't have enough of certain traits stored up to help you through whatever it is you're going through. So they can borrow ours. Each token has a trait: peace, strength, belief, hope, courage, love—we even have a blank one they can fill in.

As I told this student, "We're not just here to build robots, we're here to build community. You're not alone. We believe in you, we care for you. If whatever you're going through demands more than what you have, take some of ours. You can take as much as you need of whatever you need. Keep them in your pocket, and the next time you're in the hospital to visit your great-grandma, feel for the tokens in your pocket and remember we're with you."

I have hundreds more stories I could tell, but we can't be here all day. We're passionate about expanding STEAM education, but ultimately, we're here to build community so students have "a place." A place isn't just about the walls or the roof. It's about the safety, the connection, and the people inside it. But without those walls at 102 E 1st Street, that community loses its home. Please remember these students' stories, hear their voices as you make decisions that could impact their future.

We have a signed agreement to use the shared space at 102 E 1st Street through July 2027. We'd like to be here longer than that. We invite you to come meet these amazing kids; you're welcome any time. We know the Town Charter is a complex puzzle with many moving parts. As you work through it, we ask that you protect the piece of the puzzle that provides a place for these kids. Thank you.



## MINERAL COUNCIL REGULAR MEETING MINUTES

August 10, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

The Town Clerk called the meeting to order at 6:56p.

### B. ROLL CALL

#### PRESENT

Council Member Michelle Covert (via zoom for medical reasons - Charlottesville, Va)

Council Member Rebecca McGehee

Council Member Bob Spedden

#### ABSENT

Vice Mayor Bernice Kube

Council Member Afton Von Tye

Mayor Pamela Harlowe

#### OTHERS PRESENT

Town Clerk Teri Burns

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance

### D. ADOPTION OF AGENDA

A motion was made to amend the agenda by adding to New Business the resignation of Council Member Hempstead, billing matters, the attorney, treasurer office operations and the position of Town Manager.

Motion made by Council Member McGehee, Seconded by Council Member Spedden.

Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden

**Motion passed: 3-0-0**

E. PUBLIC COMMENT

James Snider suggested having a Town Picnic at Whitlock Family Park on September 20, 2026.

Mike and Jess Huff submitted an email for public comment that was available to the public at the meeting. A copy was provided to each council member present. A copy is attached to the minutes as a part of the permanent record of the meeting.

Jonathan Christian, Executive Director, LASER, submitted an email for public comment that was available to the public at the meeting. A copy was provided to each council member present. A copy is attached to the minutes as a part of the permanent record of the meeting.

F. APPROVAL OF MINUTES

None

G. ACCOUNTS PAID

None

H. REPORTS

The DMV report was reviewed.

Council Members thanked Kelly Singletary for getting the water bills completed and mailed.

I. COMMITTEE REPORTS

1. BEAUTIFICATION & LITTER (MICHELLE COVERT)

Council Member Covert reported due to the water restrictions the committee had taken no action.

2. POLICE, LEGAL, FIRE & RESCUE (BECKY MCGEHEE & MICHELLE COVERT)

No report

3. STREETS (BERNICE KUBE & BOB SPEDDEN)

No report

4. PLANNING COMMISSION (COUNCIL LIAISON)

Council stated a need to appoint a replacement liaison to the commission.

**5. CEMETERY (BERNICE KUBE)**

No report

**6. PERSONNEL (BERNICE KUBE & AFTON VON TYE)**

Council stressed the importance of showing employees that they are cared about. A motion was made to let the employees choose a Council Member representative of the Personnel Committee.

Motion made by Council Member Covert, Seconded by Council Member Spedden.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden  
**Motion passed: 3-0-0**

**7. WATER & SEWER (AFTON VON TYE)**

Council expressed a need to know what is happening with the well. Hunter Martin, Town of Mineral well operator, provided information on PFAS.

**8. BUDGET & FINANCE (AFTON VON TYE)**

No report

**9. PARKS (BERNICE KUBE & BOB SPEDDEN)**

No report

**10. COMMUNICATIONS (BERNICE KUBE & MCHELLE COVERT)**

Council discussed the importance of getting the laptop with the electronic sign software on it back from Mr. Conrad.

**11. ECONOMIC DEVELOPMENT (BERNICE KUBE)**

No report

**J. OLD BUSINESS**

1. Budget  
The Council discussed proposed changes to the budget, ultimately deciding to table the discussion to the next meeting.
2. Engineer Study Update  
The Council discussed the status of the study and agreed more information is needed.
3. Discuss quote for manhole upgrade  
The Council tabled the discussion to obtain more information.

4. CUP Application Discussion

The Council agreed to table the discussion until the Planning Commission was able to review the application.

**K. NEW BUSINESS**

1. Discuss quotes for paving of roads at Spring Grove Memorial Park Cemetery

Council agreed to table the discussion of paving the roads at Spring Grove Park Cemetery.

2. Town Charter Annulment

A motion was made to not support annulling the Town Charter.

Motion made by Council Member McGehee, Seconded by Council Member Spedden.

Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden

**Motion passed: 3-0-0**

3. Town Treasurer Position

Council decided to table the Town Treasurer position.

4. Town Manager Position

A motion was made to hire Nicole Washington as the permanent Town Manager. She will start on August 12, 2026. Her contract is similar to a previous one, it does include a \$45,000 back payment that is owed on a previous contract that the town broke and the town agreed that was owed. It also includes a clause that if she is asked to leave, forced to leave, terminated, or however it is described, if she is forced out, she will receive one year of severance pay. The rest of the contract is standard.

Motion made by Council Member Covert, Seconded by Council Member McGehee.

Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden

**Motion passed: 3-0-0**

5. Town Treasurer Operations

The Council asked the Town Manager to take care of getting the bills paid and review the applicants for the treasurer position.

6. Attorney

A copy of the attorney's bill was provided to the public. Mr. Conrad was hired to represent the Town in the case of Washington vs. The Town of Mineral.

A motion was made to fire attorney John Conrad.

Motion made by Council Member McGehee, Seconded by Council Member Covert. Voting

Yea: Council Member Covert, Council Member McGehee, Council Member Spedden

**Motion passed: 3-0-0**

7. Resignation of Mr. Hempstead

Dave Hempstead submitted his resignation via email on August 5, 2026. Council discussed the process to fill the vacancy. The Council asked the Town Manager to take care of filling the vacancy.

## L. ADJOURN

A motion was made to adjourn the meeting at 7:44pm.

Motion made by Council Member Spedden, Seconded by Council Member McGehee.

Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden

**Motion passed: 3-0-0**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye

Pamela Harlowe - Interim Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town Treasurer, Vacant - Town Attorney

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

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



## MINERAL COUNCIL SPECIAL MEETING MINUTES

August 17, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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### A. CALL TO ORDER

The Town Clerk called the meeting to order at 6:30pm.

### B. ROLL CALL

#### PRESENT

Council Member Michelle Covert  
Council Member Rebecca McGehee  
Council Member Bob Spedden

#### ABSENT

Vice Mayor Bernice Kube  
Council Member Afton Von Tye  
Mayor Pamela Harlowe

#### OTHERS PRESENT

Town Manager/Zoning Administrator Nicole Washington  
Town Clerk Teri Burns

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance.

### D. ADOPTION OF AGENDA

Council Member Covert nominated Council Member McGehee to run the meeting in the absence of the Mayor and Vice Mayor.  
All Council Members agreed.

A motion was made to adopt the agenda as presented.

Motion made by Council Member Covert, Seconded by Council Member McGehee.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden  
**Motion passed: 3-0-0**

E. OLD BUSINESS

1. Discussion of the substance and process of the FY26-27 Budget

A motion was made to task the Town Manager with setting the dates for advertising, the public hearing meeting and the meeting to adopt the FY26-27 Budget.

Motion made by Council Member Covert, Seconded by Council Member Spedden.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden  
**Motion passed: 3-0-0**

2. Interim Appointment to Council to Fill Vacancy

A motion was made to accept the resignation of Council Member Hempstead on August 5, 2026 at 7:35pm and to task the Town Manager with the responsibility of advertising to fill the vacancy seat, a meeting date to review resumes and meet the candidates as well as setting a meeting date to accept a candidate to fill the vacancy seat.

Motion made by Council Member Covert, Seconded by Council Member McGehee.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden  
**Motion passed: 3-0-0**

3. Legal Services

A motion was made to retain the legal services of Andrea Erard on a temporary basis to support the work of the Town and the Council. Services will be billed at a rate of \$350 per hour not to exceed \$5,000 per month.

Motion made by Council Member Covert, Seconded by Council Member McGehee.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member Spedden  
**Motion passed: 3-0-0**

4. Approval of Town Manager Contract/Zoning Administrator

A motion was made to appoint Cean Nicole G. Washington to serve as Town Manager, Zoning Administrator/Subdivision Agent and Clerk of Council with an annual salary of \$95,000 and shall be permitted to participate in other benefits offered to full time employees of the Town of Mineral.

Motion made by Council Member Covert, Seconded by Council Member McGehee.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member  
Spedden  
**Motion passed: 3-0-0**

## F. ADJOURN

A motion was made to adjourn at 6:41pm.

Motion made by Council Member Covert, Seconded by Council Member McGehee.  
Voting Yea: Council Member Covert, Council Member McGehee, Council Member  
Spedden  
**Motion passed: 3-0-0**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube  
Council Members: Michelle Covert, Bob Spedden, Rebecca McGehee, Afton Von Tye  
Nicole Washington - Town Manager/Clerk of Council, Teri Burns - Town Clerk, Vacant - Town  
Treasurer, Andrea Erard - 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.

| Vend Name               | TR Date   | Type        | CD Amt     | Chk Amt      | Check Num | Doc Num      | Tr Desc                      |
|-------------------------|-----------|-------------|------------|--------------|-----------|--------------|------------------------------|
| ANTHEM                  | 6/1/2026  | Credit Memo | \$0.00     | \$0.00       | 0         | 001121797C   | Overpayment 4-1-26 - 05-1-26 |
| BARTON & BOYD INC       | 6/30/2026 | Check       | \$0.00     | \$2,500.00   | 22602     |              | AP Checks 22602 - 22617      |
| BESLEY IMPEMENTS        | 7/22/2026 | Check       | \$0.00     | \$129.99     | 22538     |              | AP Checks 22538 - 22553      |
| CEDAR MOUNTAIN STON     | 6/30/2026 | Check       | \$0.00     | \$1,226.04   | 22603     |              | AP Checks 22602 - 22617      |
| CEDAR MOUNTAIN STON     | 7/23/2026 | Check       | \$0.00     | \$18.39      | 22554     |              | AP Checks 22554 - 22563      |
| CEDAR MOUNTAIN STON     | 8/13/2026 | Check       | \$0.00     | \$992.23     | 22566     |              | AP Checks 22566 - 22579      |
| CENTRAL VIRGINIA CONT   | 7/22/2026 | Check       | \$0.00     | \$9,214.00   | 22539     |              | AP Checks 22538 - 22553      |
| CENTRAL VIRGINIA CONT   | 7/23/2026 | Check       | \$0.00     | \$4,951.10   | 22555     |              | AP Checks 22554 - 22563      |
| CENTRAL VIRGINIA CONT   | 8/13/2026 | Check       | \$0.00     | \$5,212.00   | 22567     |              | AP Checks 22566 - 22579      |
| CENTRAL VIRGINIA CONT   | 7/22/2026 | Void Chk    | \$0.00     | (\$9,214.00) | 22539     |              | Void AP Check                |
| CENTRAL VIRGINIA CONT   | 8/25/2026 | Check       | \$0.00     | \$2,491.81   | 22581     |              | AP Checks 22581 - 22585      |
| Comcast Acct 708958248  | 7/22/2026 | Check       | \$0.00     | \$918.11     | 22540     |              | AP Checks 22538 - 22553      |
| Comcast Business Acct 7 | 7/22/2026 | Check       | \$0.00     | \$918.11     | 22541     |              | AP Checks 22538 - 22553      |
| COMCAST BUSINESS Acc    | 7/22/2026 | Check       | \$0.00     | \$995.79     | 22542     |              | AP Checks 22538 - 22553      |
| CORE & MAIN LP          | 7/23/2026 | Check       | \$0.00     | \$3,931.69   | 22556     |              | AP Checks 22554 - 22563      |
| CORE & MAIN LP          | 8/13/2026 | Check       | \$0.00     | \$1,242.20   | 22568     |              | AP Checks 22566 - 22579      |
| COUNTY OF SPOTSYLVAN    | 7/22/2026 | Check       | \$0.00     | \$280.00     | 22543     |              | AP Checks 22538 - 22553      |
| COVERALL                | 6/30/2026 | Check       | \$0.00     | \$240.00     | 22604     |              | AP Checks 22602 - 22617      |
| COVERALL                | 7/23/2026 | Check       | \$0.00     | \$240.00     | 22557     |              | AP Checks 22554 - 22563      |
| DOCUMENT DESTRUCTIO     | 6/30/2026 | Check       | \$0.00     | \$40.00      | 22605     |              | AP Checks 22602 - 22617      |
| DOMINION ENERGY         | 6/2/2026  | CashDisb    | \$1,056.55 | \$0.00       | 0         | STREETLIGHTS | DOMINION 5483205976          |
| DUKE OIL                | 6/30/2026 | Check       | \$0.00     | \$150.03     | 22606     |              | AP Checks 22602 - 22617      |
| DUKE OIL                | 7/22/2026 | Check       | \$0.00     | \$439.74     | 22544     |              | AP Checks 22538 - 22553      |
| DUKE OIL                | 8/13/2026 | Check       | \$0.00     | \$194.84     | 22569     |              | AP Checks 22566 - 22579      |
| DUKE OIL                | 8/25/2026 | Check       | \$0.00     | \$300.33     | 22582     |              | AP Checks 22581 - 22585      |
| EVERGRO COOP ORANGE     | 7/22/2026 | Check       | \$0.00     | \$107.50     | 22545     |              | AP Checks 22538 - 22553      |
| FERRELLS TERMITE & PE   | 8/13/2026 | Check       | \$0.00     | \$100.00     | 22570     |              | AP Checks 22566 - 22579      |

| Vend Name             | TR Date   | Type     | CD Amt     | Chk Amt     | Check Num | Doc Num                   | Tr Desc                 |
|-----------------------|-----------|----------|------------|-------------|-----------|---------------------------|-------------------------|
| GIBSON'S AUTO SERVICE | 7/22/2026 | Check    | \$0.00     | \$22.07     | 22546     |                           | AP Checks 22538 - 22553 |
| HARPER ELECTRIC       | 7/22/2026 | Check    | \$0.00     | \$587.46    | 22547     |                           | AP Checks 22538 - 22553 |
| INTERNAL REVENUE SER  | 6/5/2026  | CashDisb | \$1,633.13 | \$0.00      | 0         | Q2 2026 052826-060326     | PAYROLL 941             |
| INTERNAL REVENUE SER  | 7/24/2026 | CashDisb | \$2,323.92 | \$0.00      | 0         | 941 Q2 06.04.26-06.10.26  | PAYROLL 941             |
| INTERNAL REVENUE SER  | 7/24/2026 | CashDisb | \$1,528.71 | \$0.00      | 0         | 941 Q2 06.11.26-06.17.26  | PAYROLL 941             |
| INTERNAL REVENUE SER  | 7/24/2026 | CashDisb | \$1,286.54 | \$0.00      | 0         | 941 Q2 06.18.26-06.24.26  | PAYROLL 941             |
| INTERNAL REVENUE SER  | 7/24/2026 | CashDisb | \$1,514.78 | \$0.00      | 0         | 941 Q3 06.25.26-07.01.26  | PAYROLL 941             |
| INTERNAL REVENUE SER  | 7/24/2026 | CashDisb | \$1,306.07 | \$0.00      | 0         | 941 Q3 07.02.26-07.08.26  | PAYROLL 941             |
| INTERNAL REVENUE SER  | 7/17/2026 | CashDisb | \$1,155.36 | \$0.00      | 0         | 941 Q3 07.09.26-07.15.26  | PAYROLL 941             |
| INTERNAL REVENUE SER  | 7/24/2026 | CashDisb | \$1,254.22 | \$0.00      | 0         | 941 Q3 07.16.26-07.22.26  | PAYROLL 941             |
| INTERNAL REVENUE SER  | 7/31/2026 | CashDisb | \$1,257.52 | \$0.00      | 0         | 941 Q3 2026 072326-072926 | PAYROLL 941             |
| INTERNAL REVENUE SER  | 8/7/2026  | CashDisb | \$1,181.38 | \$0.00      | 0         | 941 Q3 073026-080526      | PAYROLL 941             |
| INTERNAL REVENUE SER  | 8/14/2026 | CashDisb | \$1,248.51 | \$0.00      | 0         | 941 Q3 2026 080626-081226 | PAYROLL 941             |
| INTERNAL REVENUE SER  | 8/21/2026 | CashDisb | \$1,661.02 | \$0.00      | 0         | 941 Q3 2026 081326-081926 | PAYROLL 941             |
| INTERNAL REVENUE SER  | 8/28/2026 | CashDisb | \$1,659.97 | \$0.00      | 0         | 941 Q3 2026 082026-082626 | PAYROLL 941             |
| KELLY PERRY           | 8/13/2026 | Check    | \$0.00     | \$151.20    | 22571     |                           | AP Checks 22566 - 22579 |
| Kelly Singletary      | 8/13/2026 | Check    | \$0.00     | \$1,839.22  | 22572     |                           | AP Checks 22566 - 22579 |
| LAKE ANNA SIGNS & PRI | 6/30/2026 | Check    | \$0.00     | \$38.00     | 22607     |                           | AP Checks 22602 - 22617 |
| LAKE ANNA SIGNS & PRI | 7/22/2026 | Check    | \$0.00     | \$175.00    | 22548     |                           | AP Checks 22538 - 22553 |
| LOUISA AUTO PARTS     | 6/30/2026 | Check    | \$0.00     | \$160.87    | 22608     |                           | AP Checks 22602 - 22617 |
| LOUISA COUNTY LANDFI  | 6/30/2026 | Check    | \$0.00     | \$1,005.84  | 22609     |                           | AP Checks 22602 - 22617 |
| LOUISA COUNTY LANDFI  | 8/13/2026 | Check    | \$0.00     | \$2,689.32  | 22573     |                           | AP Checks 22566 - 22579 |
| LOUISA COUNTY WATER   | 6/30/2026 | Check    | \$0.00     | \$26,880.90 | 22610     |                           | AP Checks 22602 - 22617 |
| LOUISA COUNTY WATER   | 7/22/2026 | Check    | \$0.00     | \$23,855.00 | 22549     |                           | AP Checks 22538 - 22553 |
| LOUISA COUNTY WATER   | 7/23/2026 | Check    | \$0.00     | \$10,863.15 | 22558     |                           | AP Checks 22554 - 22563 |
| LOUISA COUNTY WATER   | 8/13/2026 | Check    | \$0.00     | \$21,649.68 | 22574     |                           | AP Checks 22566 - 22579 |
| LOUISA COUNTY WATER   | 8/25/2026 | Check    | \$0.00     | \$10,342.55 | 22583     |                           | AP Checks 22581 - 22585 |

| Vend Name                  | TR Date   | Type     | CD Amt     | Chk Amt     | Check Num | Doc Num                    | Tr Desc                       |
|----------------------------|-----------|----------|------------|-------------|-----------|----------------------------|-------------------------------|
| MAIN STREET SUPPLY         | 6/30/2026 | Check    | \$0.00     | \$175.48    | 22611     |                            | AP Checks 22602 - 22617       |
| MAIN STREET SUPPLY         | 7/22/2026 | Check    | \$0.00     | \$504.11    | 22550     |                            | AP Checks 22538 - 22553       |
| MAIN STREET SUPPLY         | 8/13/2026 | Check    | \$0.00     | \$425.43    | 22575     |                            | AP Checks 22566 - 22579       |
| NIGHTHAWK SECURTY S        | 8/13/2026 | Check    | \$0.00     | \$175.00    | 22576     |                            | AP Checks 22566 - 22579       |
| PURCELL LUMBER             | 7/23/2026 | Check    | \$0.00     | \$12.66     | 22559     |                            | AP Checks 22554 - 22563       |
| PURE WATER VIRGINIA        | 7/22/2026 | Check    | \$0.00     | \$180.00    | 22551     |                            | AP Checks 22538 - 22553       |
| RICHMOND TIMES DISPA       | 6/30/2026 | Check    | \$0.00     | \$2,285.21  | 22612     |                            | AP Checks 22602 - 22617       |
| RICOH USA INC              | 7/22/2026 | Check    | \$0.00     | \$1,228.76  | 22552     |                            | AP Checks 22538 - 22553       |
| Short Elliott Hendrickson, | 8/25/2026 | Check    | \$0.00     | \$9,956.10  | 22584     |                            | AP Checks 22581 - 22585       |
| SOUTHERN SOFTWARE I        | 8/13/2026 | Check    | \$0.00     | \$6,043.00  | 22577     |                            | AP Checks 22566 - 22579       |
| The Conrad Firm            | 6/25/2026 | Check    | \$0.00     | \$31,531.29 | 22540     |                            | AP Checks 22540 - 22541       |
| TOWN OF LOUISA             | 6/30/2026 | Check    | \$0.00     | \$1,250.00  | 22613     |                            | AP Checks 22602 - 22617       |
| UNIVAR                     | 6/30/2026 | Check    | \$0.00     | \$3,126.60  | 22614     |                            | AP Checks 22602 - 22617       |
| UPDIKE INDUSTRIES          | 6/30/2026 | Check    | \$0.00     | \$3,760.77  | 22615     |                            | AP Checks 22602 - 22617       |
| UPDIKE INDUSTRIES          | 7/23/2026 | Check    | \$0.00     | \$3,792.78  | 22560     |                            | AP Checks 22554 - 22563       |
| UPDIKE INDUSTRIES          | 8/13/2026 | Check    | \$0.00     | \$1,135.00  | 22578     |                            | AP Checks 22566 - 22579       |
| UPDIKE INDUSTRIES          | 8/25/2026 | Check    | \$0.00     | \$2,668.45  | 22585     |                            | AP Checks 22581 - 22585       |
| US DEPT OF AGRICULTUR      | 6/19/2026 | CashDisb | \$1,466.00 | \$0.00      | 0         | BUILDING LOAN              | USDA BUILDING LOAN            |
| US DEPT OF AGRICULTUR      | 6/28/2026 | CashDisb | \$4,509.00 | \$0.00      | 0         | USDA LOAN PAYMENT - WATE   | USDA LOAN PAYMENT - WATER LOA |
| UTILITY SERVICES CO IN     | 6/30/2026 | Check    | \$0.00     | \$9,033.20  | 22616     |                            | AP Checks 22602 - 22617       |
| VA DEPT OF TAXATION        | 6/1/2026  | CashDisb | \$1,279.00 | \$0.00      | 0         | VA STATE TAX PAYMENT 5.202 | VA STATE TAXES                |
| VA DEPT OF TAXATION        | 7/31/2026 | CashDisb | \$1,114.00 | \$0.00      | 0         | VA STATE WH TAX - 6.2026   | VA STATE TAXES                |
| VA DEPT OF TAXATION        | 7/31/2026 | CashDisb | \$980.00   | \$0.00      | 0         | VA STATE WH TAX - 7.2026   | VA STATE TAXES                |
| VA DEPT OF TAXATION        | 8/28/2026 | CashDisb | \$841.00   | \$0.00      | 0         | VA STATE TAX PAYMENT 8.202 | VA STATE TAXES                |
| VEPGA                      | 7/23/2026 | Check    | \$0.00     | \$25.00     | 22561     |                            | AP Checks 22554 - 22563       |
| VIRGINIA MUNICIPAL CL      | 7/22/2026 | Check    | \$0.00     | \$562.00    | 22553     |                            | AP Checks 22538 - 22553       |
| VIRGINIA RETIREMENT S      | 6/3/2026  | CashDisb | \$1,626.62 | \$0.00      | 0         | RETIREMENT/LIFE INS/DISAB  | VRS                           |

| Vend Name             | TR Date   | Type     | CD Amt      | Chk Amt      | Check Num | Doc Num                      | Tr Desc                 |
|-----------------------|-----------|----------|-------------|--------------|-----------|------------------------------|-------------------------|
| VIRGINIA RETIREMENT S | 7/20/2026 | CashDisb | \$1,626.62  | \$0.00       | 0         | RETIREMENT/LIFE INS/DISAB    | VRS                     |
| VOYA FINANCIAL        | 6/1/2026  | CashDisb | \$531.82    | \$0.00       | 0         | 401 LIABILITY                | VOYA FINANCIAL          |
| VOYA FINANCIAL        | 8/6/2026  | CashDisb | \$1,033.12  | \$0.00       | 0         | 401 LIABILITY JUNE & JULY 20 | VOYA FINANCIAL          |
| VOYA FINANCIAL        | 8/6/2026  | CashDisb | \$198.51    | \$0.00       | 0         | 457 LIABILITY JUNE & JULY 20 | VOYA FINANCIAL 457      |
| VRSA                  | 6/30/2026 | Check    | \$0.00      | \$3,673.00   | 22617     |                              | AP Checks 22602 - 22617 |
| VRWA                  | 7/23/2026 | Check    | \$0.00      | \$450.00     | 22562     |                              | AP Checks 22554 - 22563 |
| WARREN MARTIN         | 6/25/2026 | Check    | \$0.00      | \$400.00     | 22541     |                              | AP Checks 22540 - 22541 |
| WARREN MARTIN         | 7/23/2026 | Check    | \$0.00      | \$500.00     | 22563     |                              | AP Checks 22554 - 22563 |
| WHITE OAK ELECTRIC    | 8/13/2026 | Check    | \$0.00      | \$877.40     | 22579     |                              | AP Checks 22566 - 22579 |
|                       |           |          | \$35,273.37 | \$211,651.40 |           |                              |                         |



# Town Council

## REPORT SUMMARY

Meeting Date: September 14, 2026

Section B, Item 1.

**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Manager Report**

### Finance

1. FY23 Audit – Working with our contact at Brown Edwards on this audit. Our goal is to have this finished in a few months, but they are in audit season and summer.

### Park Update (administrative)

1. Luck Field bathrooms – Nothing from the LL on bathrooms or the policy.
2. Lights for the park – working to another quote
3. New Park (Old School) – The park looks great.

### Roads

1. I have looked at public roads vs non-public roads in the Town. I will establish a map that will highlight what roads are public and what roads are considered private town roads. With this I would like to establish a well-guided agenda for addressing roads (what we would like to do) and then work with VDOT on how that happens. This is not a process that will take place in the near future, but it is a item that we need to address as the Town and the County grow with more and more access points in the Town. I will also work with the attorney to establish a more detailed ordinance for the Town's street development.

### Water

### CivicPlus

1. Working out the issues with the website



Town of  
**MINERAL**  
VIRGINIA

**Town Council Meeting  
September 2026**

Section B, Item 2.

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: September 2026

Report Prepared By: Kendra Ellis, DMV Select Manager

- August 2026 monthly revenue totals:
  - Total monthly revenue: \$640,474.18
  - Town *estimated* monthly revenue: \$31,573.57

| Monthly Revenue |               |                        |
|-----------------|---------------|------------------------|
| Month           | Monthly Total | Estimated Town Revenue |
| May 2026        | \$893,640.49  | \$44,053.95            |
| June 2026       | \$832,233.02  | \$41,026.74            |
| July 2026       | \$584,536.48  | \$28,816.00            |

- The DMV Select HQ Compliance Audit Team visited our office on August 24, 2026 to conduct their 2nd visit for the year.
- The DMV Connect Team visited our office on August 27, 2026 to conduct driver's license transactions. Their visit was a success!
- THANK YOU to the Mineral DMV Select Team for your consistency, hard work and dedication in providing the best service to our local and surrounding area customers.

*The employees of Mineral, Virginia are committed to providing the highest quality service to the community as directed by the Town Council within the constraints of the town's resources and will do so without regard to personal gain or privilege.*

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-06-30

| Account                                      | Original Budget | Amended Budget | Encumbered YTD | Activity YTD | Activity MTD | Current Balance | Used Pct |
|----------------------------------------------|-----------------|----------------|----------------|--------------|--------------|-----------------|----------|
| <b>Reporting Fund: 100-GENERAL FUND</b>      |                 |                |                |              |              |                 |          |
| <b>0000-100-Revs</b>                         |                 |                |                |              |              |                 |          |
| -                                            | -               | -              | -              | -            | -            | -               | -        |
| 011000 NOTARY FEES                           | \$300.00        | \$300.00       | \$0.00         | \$60.00      | \$0.00       | (\$240.00)      | 20       |
| 011000 FOIA REVENUE                          | \$500.00        | \$500.00       | \$0.00         | \$25.00      | \$0.00       | (\$475.00)      | 5        |
| 011010 2023 & PRIOR REAL ES                  | \$1,000.00      | \$1,000.00     | \$0.00         | \$0.00       | \$0.00       | (\$1,000.00)    | 0        |
| 011010 2024 REAL ESTATE TAX                  | \$0.00          | \$0.00         | \$0.00         | \$370.12     | \$0.00       | \$370.12        | 0        |
| 011010 2025 REAL ESTATE TAX                  | \$125,000.00    | \$125,000.00   | \$0.00         | \$121,059.84 | \$0.00       | (\$3,940.16)    | 97       |
| 011020 CURRENT YEARS PUBLIC                  | \$8,500.00      | \$8,500.00     | \$0.00         | \$11,893.96  | \$0.00       | \$3,393.96      | 140      |
| 011030 2023 & PRIOR PERS PR                  | \$500.00        | \$500.00       | \$0.00         | \$261.87     | \$0.00       | (\$238.13)      | 52       |
| 011030 2024 PERSONAL PROPER                  | \$0.00          | \$0.00         | \$0.00         | \$606.31     | \$0.00       | \$606.31        | 0        |
| 011030 2025 PERS PROP TAX R                  | \$25,000.00     | \$25,000.00    | \$0.00         | \$18,539.86  | \$209.74     | (\$6,460.14)    | 74       |
| 011060 TAX PENALTY REAL EST                  | \$1,000.00      | \$1,000.00     | \$0.00         | \$1,376.90   | \$0.00       | \$376.90        | 138      |
| 011060 TAX INTEREST REAL ES                  | \$1,000.00      | \$1,000.00     | \$0.00         | \$47.76      | \$0.00       | (\$952.24)      | 5        |
| 011060 TAX PENALTY PERS PRO                  | \$500.00        | \$500.00       | \$0.00         | \$714.95     | \$26.98      | \$214.95        | 143      |
| 011060 TAX INTEREST PERS PR                  | \$100.00        | \$100.00       | \$0.00         | \$332.42     | \$2.24       | \$232.42        | 332      |
| 011061 LICENSE FEE PERS PRO                  | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 015100 INTEREST EARNED-LGIP                  | \$20,000.00     | \$20,000.00    | \$0.00         | \$15,101.02  | \$0.00       | (\$4,898.98)    | 76       |
| 016099 TRASH REVENUE                         | \$1,100.00      | \$1,100.00     | \$0.00         | \$2,230.02   | \$182.50     | \$1,130.02      | 203      |
| 019000 RETURN CHECK FEE                      | \$100.00        | \$100.00       | \$0.00         | \$25.00      | \$0.00       | (\$75.00)       | 25       |
| 120101 LOCAL SALES TAX REVE                  | \$40,000.00     | \$40,000.00    | \$0.00         | \$53,592.09  | \$4,697.73   | \$13,592.09     | 134      |
| 120201 CONSUMER UTILITY TAX                  | \$1,100.00      | \$1,100.00     | \$0.00         | \$651.54     | \$0.00       | (\$448.46)      | 59       |
| 120301 BUSINESS LICENSE REV                  | \$30,000.00     | \$30,000.00    | \$0.00         | \$33,209.77  | \$50.00      | \$3,209.77      | 111      |
| 120501 VEHICLE LICENSE FEES                  | \$7,000.00      | \$7,000.00     | \$0.00         | \$7,007.46   | \$60.00      | \$7.46          | 100      |
| 120501 VEHICLE REGISTRATION                  | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 120601 BANK STOCK TAX REVEN                  | \$50,000.00     | \$50,000.00    | \$0.00         | \$80,660.00  | \$24,019.00  | \$30,660.00     | 161      |
| 120701 ROLLING STOCK TAX                     | \$1,200.00      | \$1,200.00     | \$0.00         | \$0.00       | \$0.00       | (\$1,200.00)    | 0        |
| 121001 TRANSIENT OCCUPANCY                   | \$2,000.00      | \$2,000.00     | \$0.00         | \$936.68     | \$0.00       | (\$1,063.32)    | 47       |
| 121101 MEALS TAX REVENUE                     | \$90,000.00     | \$90,000.00    | \$0.00         | \$94,635.36  | \$0.00       | \$4,635.36      | 105      |
| 130306 ZONING PERMITS/FEE                    | \$1,500.00      | \$1,500.00     | \$0.00         | \$1,950.00   | \$0.00       | \$450.00        | 130      |
| 130306 HOME OCCUPANCY PERMI                  | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 150361 DMV SELECT REVENUE                    | \$500,000.00    | \$500,000.00   | \$0.00         | \$331,752.96 | \$0.00       | (\$168,247.04)  | 66       |
| 189000 MISCELLANEOUS REVENU                  | \$1,000.00      | \$1,000.00     | \$0.00         | \$29,159.46  | \$0.00       | \$28,159.46     | 2916     |
| 189000 RENTAL REVENUE                        | \$1,300.00      | \$1,300.00     | \$0.00         | \$1,540.00   | \$330.00     | \$240.00        | 118      |
| 220110 PPTR REIMBURSEMENT                    | \$0.00          | \$0.00         | \$0.00         | \$4,415.72   | \$0.00       | \$4,415.72      | 0        |
| 220111 COMMUNICATION TAX RE                  | \$1,200.00      | \$1,200.00     | \$0.00         | \$1,039.75   | \$0.00       | (\$160.25)      | 87       |
| 220112 CAR RENTAL DISTRIBUT                  | \$6,000.00      | \$6,000.00     | \$0.00         | \$7,110.68   | \$0.00       | \$1,110.68      | 119      |
| 240407 LITTER GRANT                          | \$2,000.00      | \$2,000.00     | \$0.00         | \$1,658.56   | \$0.00       | (\$341.44)      | 83       |
| 240407 USDA VEHICLE GRANT                    | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 240412 VIRGINIA FIRE PROGRA                  | \$15,000.00     | \$15,000.00    | \$0.00         | \$15,000.00  | \$0.00       | \$0.00          | 100      |
| 410501 USE OF FUND BALANCE                   | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 410501 INSURANCE RECOVERY                    | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 500200 MISCELLANEOUS RESERV                  | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 0000-100-Revs                                | \$933,900.00    | \$933,900.00   | \$0.00         | \$836,965.06 | \$29,578.19  | (\$96,934.94)   | 90       |
| <b>012110-100-COUNCIL AND MANAGER OFFICE</b> |                 |                |                |              |              |                 |          |
| -                                            | -               | -              | -              | -            | -            | -               | -        |
| 012110 WAGES/SALARIES                        | \$95,000.00     | \$95,000.00    | \$0.00         | \$66,464.54  | \$0.00       | \$28,535.46     | 70       |
| 012110 FICA                                  | \$7,668.00      | \$7,668.00     | \$0.00         | \$5,044.61   | \$53.55      | \$2,623.39      | 66       |
| 012110 VRS                                   | \$1,663.00      | \$1,663.00     | \$0.00         | \$0.00       | \$0.00       | \$1,663.00      | 0        |
| 012110 401K EMPLOYER MATCH                   | \$0.00          | \$0.00         | \$0.00         | \$660.81     | \$0.00       | (\$660.81)      | 0        |
| 012110 457 EMPLOYER MATCH                    | \$0.00          | \$0.00         | \$0.00         | \$1,652.14   | \$0.00       | (\$1,652.14)    | 0        |
| 012110 HEALTH PLAN                           | \$13,510.00     | \$13,510.00    | \$0.00         | \$6,598.12   | \$0.00       | \$6,911.88      | 49       |
| 012110 GROUP LIFE INSURANCE                  | \$1,300.00      | \$1,300.00     | \$0.00         | \$738.94     | \$0.00       | \$561.06        | 44       |

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-06-30

| Account                          | Original Budget | Amended Budget | Encumbered YTD | Activity YTD | Activity MTD | Current Balance | Used Pct |
|----------------------------------|-----------------|----------------|----------------|--------------|--------------|-----------------|----------|
| 012110 DISABILITY INSURANCE      | \$808.00        | \$808.00       | \$0.00         | \$463.46     | \$0.00       | \$344.54        | 57       |
| 012110 MAYORS EXPENSES           | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 012110 TOWN MANAGER EXPENSE      | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 012110 CONTINGENCY               | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 012110 PROFESSIONAL SERVICE      | \$40,000.00     | \$40,000.00    | \$0.00         | \$46,690.29  | \$31,531.29  | (\$6,690.29)    | 117      |
| 012110 WEB BASED SERVICES        | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 012110 COUNCIL COMPENSATION      | \$7,200.00      | \$7,200.00     | \$0.00         | \$7,900.00   | \$700.00     | (\$700.00)      | 110      |
| 012110 COPIER EXPENSE            | \$0.00          | \$0.00         | \$0.00         | \$4,064.35   | \$3,766.37   | (\$4,064.35)    | 0        |
| 012110 ADVERTISING/NOTICES       | \$3,500.00      | \$3,500.00     | \$0.00         | \$5,583.28   | \$2,285.21   | (\$2,083.28)    | 160      |
| 012110 TELECOMMUNICATIONS        | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 012110 TOWN INSURANCE (GF)       | \$15,000.00     | \$15,000.00    | \$0.00         | \$11,108.00  | \$0.00       | \$3,892.00      | 74       |
| 012110 CONFERENCE EXPENSES/      | \$4,000.00      | \$4,000.00     | \$0.00         | \$1,722.88   | \$0.00       | \$2,277.12      | 43       |
| 012110 MEMBERSHIP DUES           | \$2,500.00      | \$2,500.00     | \$0.00         | \$1,875.00   | \$0.00       | \$625.00        | 75       |
| 012110 MISCELLANEOUS EXPENS      | \$250.00        | \$250.00       | \$0.00         | \$1,318.09   | \$0.00       | (\$1,068.09)    | 527      |
| 012110 COUNCIL & PC PRINTIN      | \$1,500.00      | \$1,500.00     | \$0.00         | \$672.33     | \$0.00       | \$827.67        | 45       |
| 012110-100-COUNCIL AND MANAGER O | \$193,899.00    | \$193,899.00   | \$0.00         | \$162,556.84 | \$38,336.42  | \$31,342.16     | 84       |
| 012410-100-CLERK/TREASURER       |                 |                |                |              |              |                 |          |
| - . . . . .                      |                 |                |                |              |              |                 |          |
| 012410 WAGES/SALARIES            | \$113,946.00    | \$113,946.00   | \$0.00         | \$97,934.41  | \$9,672.41   | \$16,011.59     | 86       |
| 012410 WAGES/SALARIES PT         | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 012410 FICA                      | \$8,717.00      | \$8,717.00     | \$0.00         | \$7,124.13   | \$690.86     | \$1,592.87      | 82       |
| 012410 VRS                       | \$1,915.00      | \$1,915.00     | \$0.00         | \$0.00       | \$0.00       | \$1,915.00      | 0        |
| 012410 401K EMPLOYER MATCH       | \$0.00          | \$0.00         | \$0.00         | \$772.02     | \$86.47      | (\$772.02)      | 0        |
| 012410 457 EMPLOYER MATCH        | \$0.00          | \$0.00         | \$0.00         | \$1,090.24   | \$116.19     | (\$1,090.24)    | 0        |
| 012410 HEALTH PLAN               | \$21,620.00     | \$21,620.00    | \$0.00         | \$6,566.35   | \$0.00       | \$15,053.65     | 30       |
| 012410 GROUP LIFE INSURANCE      | \$1,527.00      | \$1,527.00     | \$0.00         | \$1,145.00   | \$108.05     | \$382.00        | 75       |
| 012410 DISABILITY INSURANCE      | \$969.00        | \$969.00       | \$0.00         | \$718.06     | \$67.76      | \$250.94        | 74       |
| 012410 PROFESSIONAL SERV A       | \$15,000.00     | \$15,000.00    | \$0.00         | \$0.00       | \$0.00       | \$15,000.00     | 0        |
| 012410 PROFESSIONAL SERV CP      | \$8,000.00      | \$8,000.00     | \$0.00         | \$0.00       | \$0.00       | \$8,000.00      | 0        |
| 012410 POLICE AND LEGAL MAT      | \$1,000.00      | \$1,000.00     | \$0.00         | \$0.00       | \$0.00       | \$1,000.00      | 0        |
| 012410 WEB BASED SERVICES A      | \$20,000.00     | \$35,000.00    | \$0.00         | \$35,750.05  | \$0.00       | (\$750.05)      | 102      |
| 012410 OFFICE EQPT/COMPUTER      | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 012410 COMPUTER LICENSES/SU      | \$15,000.00     | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 012410 COPIER EXPENSE & LEA      | \$5,000.00      | \$5,000.00     | \$0.00         | \$8,489.94   | \$782.38     | (\$3,489.94)    | 170      |
| 012410 LATE FEES/PENALTIES       | \$100.00        | \$100.00       | \$0.00         | \$0.53       | \$0.00       | \$99.47         | 1        |
| 012410 BANK FEES                 | \$400.00        | \$400.00       | \$0.00         | \$1,556.03   | \$0.00       | (\$1,156.03)    | 389      |
| 012410 POSTAGE                   | \$1,000.00      | \$1,000.00     | \$0.00         | \$944.45     | \$0.00       | \$55.55         | 94       |
| 012410 TELECOMMUNICATIONS        | \$7,000.00      | \$7,000.00     | \$0.00         | \$9,537.64   | \$0.00       | (\$2,537.64)    | 136      |
| 012410 INTERNET EXPENSE          | \$24,000.00     | \$24,000.00    | \$0.00         | \$34,229.26  | \$2,832.01   | (\$10,229.26)   | 143      |
| 012410 EDUCATION/TRAINING        | \$1,000.00      | \$1,000.00     | \$0.00         | \$56.45      | \$0.00       | \$943.55        | 6        |
| 012410 REFUNDS/TAX CURRENT       | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 012410 MEMBERSHIP DUES           | \$200.00        | \$200.00       | \$0.00         | \$25.00      | \$0.00       | \$175.00        | 13       |
| 012410 SPECIAL EVENTS            | \$12,000.00     | \$12,000.00    | \$0.00         | \$3,294.08   | \$0.00       | \$8,705.92      | 27       |
| 012410 OFFICE SUPPLIES           | \$10,000.00     | \$10,000.00    | \$0.00         | \$6,178.11   | \$0.00       | \$3,821.89      | 62       |
| 012410 PRINTING TAX BILLS        | \$2,000.00      | \$2,000.00     | \$0.00         | \$2,274.91   | \$0.00       | (\$274.91)      | 114      |
| 012410 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         | \$217,686.66 | \$14,356.13  | \$53,707.34     | 80       |
| 031100-100-DMV                   |                 |                |                |              |              |                 |          |
| - . . . . .                      |                 |                |                |              |              |                 |          |
| 031100 WAGES/SALARIES            | \$147,414.00    | \$147,414.00   | \$0.00         | \$145,131.74 | \$11,319.88  | \$2,282.26      | 98       |
| 031100 WAGES/SALARIES PT         | \$30,529.00     | \$30,529.00    | \$0.00         | \$31,236.49  | \$2,566.96   | (\$707.49)      | 102      |
| 031100 FICA EXPENSE              | \$13,613.00     | \$13,613.00    | \$0.00         | \$13,492.14  | \$1,062.31   | \$120.86        | 99       |
| 031100 VRS EXPENSE               | \$3,324.00      | \$3,324.00     | \$0.00         | \$0.00       | \$0.00       | \$3,324.00      | 0        |
| 031100 401K EMPLOYER MATCH       | \$0.00          | \$0.00         | \$0.00         | \$950.19     | \$99.93      | (\$950.19)      | 45       |

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-06-30

| Account                                   | Original Budget | Amended Budget | Encumbered YTD | Activity YTD | Activity MTD | Current Balance | Used Pct |
|-------------------------------------------|-----------------|----------------|----------------|--------------|--------------|-----------------|----------|
| 031100 457 EMPLOYER MATCH                 | \$0.00          | \$0.00         | \$0.00         | \$514.63     | \$71.10      | (\$514.63)      | 0        |
| 031100 HEALTH PLAN                        | \$48,993.00     | \$48,993.00    | \$0.00         | \$0.00       | \$0.00       | \$48,993.00     | 0        |
| 031100 GROUP LIFE INSURANCE               | \$2,731.00      | \$2,731.00     | \$0.00         | \$1,999.10   | \$168.06     | \$731.90        | 73       |
| 031100 DISABILITY INSURANCE               | \$1,732.00      | \$1,732.00     | \$0.00         | \$920.64     | \$77.10      | \$811.36        | 53       |
| 031100 PROFESSIONAL SERVICE               | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 031100 COPIER EXPENSE                     | \$2,500.00      | \$2,500.00     | \$0.00         | \$2,852.21   | \$312.44     | (\$352.21)      | 114      |
| 031100 TELECOMMUNICATIONS                 | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 031100 EDUCATION/TRAINING                 | \$0.00          | \$0.00         | \$0.00         | \$130.00     | \$0.00       | (\$130.00)      | 0        |
| 031100 OFFICE SUPPLIES                    | \$300.00        | \$300.00       | \$0.00         | \$644.48     | \$0.00       | (\$344.48)      | 215      |
| 031100 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         | \$197,871.62 | \$15,677.78  | \$53,364.38     | 79       |
| 032000-100-DONATIONS                      |                 |                |                |              |              |                 |          |
| -                                         |                 |                |                |              |              |                 |          |
| 032000 VOLUNTEER FIRE DEPAR               | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 032000 DONATIONS                          | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 032000-100-DONATIONS                      | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 032100-100-PASS THRU - STATE FUNDS        |                 |                |                |              |              |                 |          |
| -                                         |                 |                |                |              |              |                 |          |
| 032100 FIRE PROGRAM FUNDS                 | \$15,000.00     | \$15,000.00    | \$0.00         | \$15,000.00  | \$0.00       | \$0.00          | 100      |
| 032100-100-PASS THRU - STATE FUNDS        | \$15,000.00     | \$15,000.00    | \$0.00         | \$15,000.00  | \$0.00       | \$0.00          | 100      |
| 032200-100-MINERAL VFD                    |                 |                |                |              |              |                 |          |
| -                                         |                 |                |                |              |              |                 |          |
| 032200 MINERAL/VFD DONATION               | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 032200-100-MINERAL VFD                    | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100-100-PUBLIC WORKS                   |                 |                |                |              |              |                 |          |
| -                                         |                 |                |                |              |              |                 |          |
| 043100 WAGES/SALARIES                     | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100 CONTRACTED SERVICES                | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100 WAGES/SALARIES PT                  | \$53,014.00     | \$53,014.00    | \$0.00         | \$54,124.65  | \$4,416.58   | (\$1,110.65)    | 102      |
| 043100 FICA                               | \$4,056.00      | \$4,056.00     | \$0.00         | \$4,140.99   | \$337.90     | (\$84.99)       | 102      |
| 043100 VRS EXPENSE                        | \$400.00        | \$400.00       | \$0.00         | \$0.00       | \$0.00       | \$400.00        | 0        |
| 043100 401K EMPLOYER MATCH                | \$0.00          | \$0.00         | \$0.00         | \$352.17     | \$36.12      | (\$352.17)      | 0        |
| 043100 457 EMPLOYER MATCH                 | \$0.00          | \$0.00         | \$0.00         | \$112.75     | \$18.04      | (\$112.75)      | 0        |
| 043100 HEALTH PLAN                        | \$13,510.00     | \$13,510.00    | \$0.00         | \$0.00       | \$0.00       | \$13,510.00     | 0        |
| 043100 GROUP LIFE INSURANCE               | \$600.00        | \$600.00       | \$0.00         | \$551.59     | \$46.15      | \$48.41         | 92       |
| 043100 DISABILITY INSURANCE               | \$300.00        | \$300.00       | \$0.00         | \$345.90     | \$28.94      | (\$45.90)       | 115      |
| 043100 VEHICLE/EQUIPMENT MA               | \$1,000.00      | \$1,000.00     | \$0.00         | \$2,595.96   | \$439.74     | (\$1,595.96)    | 260      |
| 043100 ELECTRICITY                        | \$15,000.00     | \$15,000.00    | \$0.00         | \$11,671.09  | \$1,056.55   | \$3,328.91      | 78       |
| 043100 TELECOMMUNICATIONS                 | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100 INSURANCE                          | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100 EDUCATION/TRAINING                 | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100 MISCELLANEOUS EXPENS               | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100 OFFICE SUPPLIES                    | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100 JANITORIAL SUPPLIES                | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100 HAND TOOLS                         | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100 REPAIRS/MAINTENANCE                | \$5,000.00      | \$5,000.00     | \$0.00         | \$3,630.27   | \$717.45     | \$1,369.73      | 73       |
| 043100 EQUIPMENT/SUPPLIES                 | \$2,000.00      | \$2,000.00     | \$0.00         | \$248.19     | \$0.00       | \$1,751.81      | 12       |
| 043100 SAFETY EQUIPMENT                   | \$500.00        | \$500.00       | \$0.00         | \$0.00       | \$0.00       | \$500.00        | 0        |
| 043100 PARKING LOT/STREET/S               | \$500.00        | \$500.00       | \$0.00         | \$0.00       | \$0.00       | \$500.00        | 0        |
| 043100 REFUSE COLLECTION/LA               | \$10,500.00     | \$10,500.00    | \$0.00         | \$11,575.34  | \$1,005.84   | (\$1,075.34)    | 110      |
| 043100 TOWN HALL EXPENSES                 | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 043100-100-PUBLIC WORKS                   | \$106,380.00    | \$106,380.00   | \$0.00         | \$89,348.90  | \$8,103.31   | \$17,031.10     | 84       |
| 045100-100-TOWN HALL/TOWN GARAGE EXPENSES |                 |                |                |              |              |                 |          |

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-06-30

| Account                                                 | Original Budget | Amended Budget | Encumbered YTD | Activity YTD | Activity MTD | Current Balance | Used Pct |
|---------------------------------------------------------|-----------------|----------------|----------------|--------------|--------------|-----------------|----------|
| -                                                       |                 |                |                |              |              |                 |          |
| 045100 DEBT SVC USDA BLDG L                             | \$15,891.00     | \$15,891.00    | \$0.00         | \$17,592.00  | \$1,466.00   | (\$1,701.00)    | 111      |
| 045100 WAGES/SALARIES                                   | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 CONTRACTED SERVICES                              | \$3,600.00      | \$3,600.00     | \$0.00         | \$2,640.00   | \$240.00     | \$960.00        | 73       |
| 045100 WAGES/SALARIES PT                                | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 FICA                                             | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 VRS EXPENSE                                      | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 HEALTH PLAN                                      | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 GROUP LIFE INSURANCE                             | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 DISABILITY PLAN                                  | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 ELECTRICITY                                      | \$8,000.00      | \$8,000.00     | \$0.00         | \$6,307.37   | \$0.00       | \$1,692.63      | 79       |
| 045100 UTILITIES - HEAT                                 | \$4,000.00      | \$4,000.00     | \$0.00         | \$5,891.19   | \$0.00       | (\$1,891.19)    | 147      |
| 045100 INTERNET                                         | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 MISCELLANEOUS EXPENS                             | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 JANITORIAL SUPPLIES                              | \$3,000.00      | \$3,000.00     | \$0.00         | \$699.97     | \$0.00       | \$2,300.03      | 23       |
| 045100 REPAIR/MAINTENANCE                               | \$1,000.00      | \$1,000.00     | \$0.00         | \$3,471.71   | \$0.00       | (\$2,471.71)    | 347      |
| 045100 FURNITURE/EQUIPMENT                              | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 045100 ASSET MANAGEMENT                                 | \$10,000.00     | \$10,000.00    | \$0.00         | \$274.24     | \$222.28     | \$9,725.76      | 3        |
| 045100-100-TOWN HALL/TOWN GARAGE                        | \$45,491.00     | \$45,491.00    | \$0.00         | \$36,876.48  | \$1,928.28   | \$8,614.52      | 81       |
| 047100-100-REFUSE COLLECTION                            |                 |                |                |              |              |                 |          |
| -                                                       |                 |                |                |              |              |                 |          |
| 047100 STREET SWEEPING                                  | \$1,000.00      | \$1,000.00     | \$0.00         | \$589.00     | \$0.00       | \$411.00        | 59       |
| 047100 RECYCLING                                        | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 047100 COMM DUMPSTER/TRASH                              | \$40,000.00     | \$40,000.00    | \$0.00         | \$44,549.42  | \$3,760.77   | (\$4,549.42)    | 111      |
| 047100 VA LITTER CONTROL GR                             | \$2,000.00      | \$2,000.00     | \$0.00         | \$111.15     | \$111.15     | \$1,888.85      | 6        |
| 047100 MISCELLANEOUS EXPENS                             | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 047100-100-REFUSE COLLECTION                            | \$43,000.00     | \$43,000.00    | \$0.00         | \$45,249.57  | \$3,871.92   | (\$2,249.57)    | 105      |
| 050100-100-WHITLOCK FAMILY PARK AND LITTLE LEAGUE FIELD |                 |                |                |              |              |                 |          |
| -                                                       |                 |                |                |              |              |                 |          |
| 050100 CONTRACTED SERVICES                              | \$1,000.00      | \$1,000.00     | \$0.00         | \$0.00       | \$0.00       | \$1,000.00      | 0        |
| 050100 MAINTENANCE - LANDSC                             | \$2,500.00      | \$2,500.00     | \$0.00         | \$312.19     | \$163.99     | \$2,187.81      | 12       |
| 050100 MISCELLANEOUS EXPENS                             | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 050100 REPAIRS                                          | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 050100 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         | \$338.69     | \$163.99     | \$4,161.31      | 8        |
| 051100-100-BEAUTIFICATION                               |                 |                |                |              |              |                 |          |
| -                                                       |                 |                |                |              |              |                 |          |
| 051100 PARKING/STREET MAINT                             | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 051100 SIDEWALK REPAIRS                                 | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 051100 ELECTRICITY - STREET                             | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 051100 MISCELLANEOUS EXPENS                             | \$3,000.00      | \$3,000.00     | \$0.00         | \$0.00       | \$0.00       | \$3,000.00      | 0        |
| 051100 REPAIRS/SUPPLIES                                 | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 051100 STREET BEAUTIFICATIO                             | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 051100-100-BEAUTIFICATION                               | \$3,000.00      | \$3,000.00     | \$0.00         | \$0.00       | \$0.00       | \$3,000.00      | 0        |
| Reporting Fund: 100-GENERAL FUND                        |                 |                |                |              |              |                 |          |
| FundRevTot                                              | \$933,900.00    | \$933,900.00   | \$0.00         | \$836,965.06 | \$29,578.19  | (\$96,934.94)   | 90       |
| FundExpTot                                              | \$933,900.00    | \$933,900.00   | \$0.00         | \$764,928.76 | \$82,437.83  | \$168,971.24    | 82       |
| Reporting Fund: 200-CEMETERY                            |                 |                |                |              |              |                 |          |
| 0000-200-Revs                                           |                 |                |                |              |              |                 |          |
| -                                                       |                 |                |                |              |              |                 |          |
| 019000 RETURN CHECK FEE                                 | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | 0        |
| 020000 CEMETERY PLOT REVENU                             | \$20,000.00     | \$20,000.00    | \$0.00         | \$0.00       | \$0.00       | (\$20,000.00)   | 47       |

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-06-30

| Account                      | Original Budget | Amended Budget | Encumbered YTD | Activity YTD | Activity MTD | Current Balance | Used Pct |
|------------------------------|-----------------|----------------|----------------|--------------|--------------|-----------------|----------|
| 020000 HEADSTONE/NAME PLATE  | \$2,000.00      | \$2,000.00     | \$0.00         | \$0.00       | \$0.00       | (\$2,000.00)    | 0        |
| 020000 SITE/HEADSTONE MARKI  | \$2,000.00      | \$2,000.00     | \$0.00         | \$0.00       | \$0.00       | (\$2,000.00)    | 0        |
| 020000 CEMETERY INT-LGIP OP  | \$9,000.00      | \$9,000.00     | \$0.00         | \$838.97     | \$0.00       | (\$8,161.03)    | 9        |
| 020000 CEMETERY INT-LGIP PE  | \$9,700.00      | \$9,700.00     | \$0.00         | \$0.00       | \$0.00       | (\$9,700.00)    | 0        |
| 0000-200-Revs                | \$42,700.00     | \$42,700.00    | \$0.00         | \$838.97     | \$0.00       | (\$41,861.03)   | 2        |
| Reporting Fund: 200-CEMETERY |                 |                |                |              |              |                 |          |
| FundRevTot                   | \$42,700.00     | \$42,700.00    | \$0.00         | \$838.97     | \$0.00       | (\$41,861.03)   | 2        |
| FundExpTot                   | \$0.00          | \$0.00         | \$0.00         | \$0.00       | \$0.00       | \$0.00          | \$0.00   |

## Reporting Fund: 210-CEMETERY PERPETUAL FUND

|                                             |        |        |        |        |        |        |        |
|---------------------------------------------|--------|--------|--------|--------|--------|--------|--------|
| 0000-210-Revs                               |        |        |        |        |        |        |        |
| -                                           |        |        |        |        |        |        |        |
| 021000 INTEREST REVENUE CEM                 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0      |
| 021000 TRANSFER OF 10% PLOT                 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0      |
| 0000-210-Revs                               | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0      |
| Reporting Fund: 210-CEMETERY PERPETUAL FUND |        |        |        |        |        |        |        |
| FundRevTot                                  | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0      |
| FundExpTot                                  | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

## Reporting Fund: 500-WATER &amp; SEWER FUND

|                                     |              |              |        |              |             |               |     |
|-------------------------------------|--------------|--------------|--------|--------------|-------------|---------------|-----|
| 0000-500-Revs                       |              |              |        |              |             |               |     |
| -                                   |              |              |        |              |             |               |     |
| 016099 SEWER REVENUE                | \$110,000.00 | \$110,000.00 | \$0.00 | \$153,148.00 | \$13,342.86 | \$43,148.00   | 139 |
| 016099 WATER REVENUE                | \$240,000.00 | \$240,000.00 | \$0.00 | \$251,555.24 | \$21,395.27 | \$11,555.24   | 105 |
| 016099 PROCESSING FEE               | \$1,400.00   | \$1,400.00   | \$0.00 | \$2,300.00   | \$50.00     | \$900.00      | 164 |
| 016099 WATER RECONNECT FEE          | \$200.00     | \$200.00     | \$0.00 | \$350.00     | \$0.00      | \$150.00      | 175 |
| 016099 CONNECTION FEE - WAT         | \$30,000.00  | \$30,000.00  | \$0.00 | \$47,460.00  | \$0.00      | \$17,460.00   | 158 |
| 016099 CONNECTION FEE - SEW         | \$48,750.00  | \$48,750.00  | \$0.00 | \$85,760.00  | \$0.00      | \$37,010.00   | 176 |
| 016099 PENALTY FEE W/S              | \$2,000.00   | \$2,000.00   | \$0.00 | \$4,956.50   | \$0.00      | \$2,956.50    | 248 |
| 016099 SEWER AVAILABILITY F         | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 016099 WATER AND SEWER DEPO         | \$3,000.00   | \$3,000.00   | \$0.00 | \$0.00       | \$0.00      | (\$3,000.00)  | 0   |
| 016099 UTILITY INSPECTION F         | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 019000 RETURN CHECK FEE             | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 410501 TRANSFER FROM GENERA         | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 0000-500-Revs                       | \$435,350.00 | \$435,350.00 | \$0.00 | \$545,529.74 | \$34,788.13 | \$110,179.74  | 125 |
| 500100-500-WATER & SEWER OPERATIONS |              |              |        |              |             |               |     |
| -                                   |              |              |        |              |             |               |     |
| 500100 DEBT SEVICE - USDA W         | \$54,108.00  | \$54,108.00  | \$0.00 | \$54,108.00  | \$4,509.00  | \$0.00        | 100 |
| 500100 WAGES AND SALARIES           | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 500100 CONTRACTED SERVICES          | \$90,000.00  | \$90,000.00  | \$0.00 | \$113,550.31 | \$3,992.00  | (\$23,550.31) | 126 |
| 500100 WAGES AND SALARIES P         | \$12,698.00  | \$12,698.00  | \$0.00 | \$13,591.00  | \$1,047.38  | (\$893.00)    | 107 |
| 500100 FICA                         | \$971.00     | \$971.00     | \$0.00 | \$1,039.65   | \$80.12     | (\$68.65)     | 107 |
| 500100 VRS                          | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 500100 HEALTH PLAN                  | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 500100 GROUP LIFE                   | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 500100 DISABILITY INSURNACE         | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 500100 DEPOSIT REFUNDS              | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 500100 WATER AND SEWER DEPO         | \$3,000.00   | \$3,000.00   | \$0.00 | \$0.00       | \$0.00      | \$3,000.00    | 0   |
| 500100 PROFESSIONAL SERVICE         | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 500100 ENGINEERING/PROFESSI         | \$30,000.00  | \$30,000.00  | \$0.00 | \$9,033.20   | \$9,033.20  | \$20,966.80   | 30  |
| 500100 TESTING                      | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 500100 SLUDGE REMOVAL               | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |
| 500100 VEHICLE MAINTENANCE          | \$0.00       | \$0.00       | \$0.00 | \$0.00       | \$0.00      | \$0.00        | 0   |

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-06-30

| Account                                      | Original Budget     | Amended Budget      | Encumbered YTD | Activity YTD        | Activity MTD       | Current Balance      | Used Pct   |
|----------------------------------------------|---------------------|---------------------|----------------|---------------------|--------------------|----------------------|------------|
| 500100 COMPUTER LICENSES/SU                  | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 PRINTING COSTS                        | \$0.00              | \$0.00              | \$0.00         | \$804.65            | \$40.57            | (\$804.65)           | 0          |
| 500100 ELECTRICITY                           | \$5,000.00          | \$5,000.00          | \$0.00         | \$8,209.10          | \$0.00             | (\$3,209.10)         | 164        |
| 500100 PROPANE                               | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 MAILING COSTS                         | \$2,000.00          | \$2,000.00          | \$0.00         | \$2,073.81          | \$0.00             | (\$73.81)            | 104        |
| 500100 TELECOMMUNICATIONS                    | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 EDUCATION/TRAINING/L                  | \$1,000.00          | \$1,000.00          | \$0.00         | \$0.00              | \$0.00             | \$1,000.00           | 0          |
| 500100 FEES AND DUES - LCWA                  | \$12,600.00         | \$12,600.00         | \$0.00         | \$25,338.00         | \$23,855.00        | (\$12,738.00)        | 201        |
| 500100 MISCELLANEOUS EXPENS                  | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 MISS UTILITY COSTS                    | \$300.00            | \$300.00            | \$0.00         | \$439.18            | \$0.00             | (\$139.18)           | 146        |
| 500100 OFFICE SUPPLIES                       | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 JANITORIAL SUPPLIES                   | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 HAND TOOLS                            | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 REPAIRS/MAINTENANCE                   | \$1,000.00          | \$1,000.00          | \$0.00         | \$2,264.23          | \$6.69             | (\$1,264.23)         | 226        |
| 500100 VEHICLE FUEL AND OIL                  | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 EQUIPMENT/SUPPLIES                    | \$4,000.00          | \$4,000.00          | \$0.00         | \$6,644.90          | \$125.89           | (\$2,644.90)         | 166        |
| 500100 UNIFORMS/SAFETY EQUI                  | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 TESTING SUPPLIES/CHE                  | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 WATER TESTING                         | \$6,000.00          | \$6,000.00          | \$0.00         | \$3,422.67          | \$400.00           | \$2,577.33           | 57         |
| 500100 COUNTY WASTEWATER TR                  | \$110,000.00        | \$110,000.00        | \$0.00         | \$128,323.63        | \$10,134.69        | (\$18,323.63)        | 117        |
| 500100 COUNTY WATER PURCHAS                  | \$97,173.00         | \$97,173.00         | \$0.00         | \$155,517.47        | \$16,746.21        | (\$58,344.47)        | 160        |
| 500100 PLANT LAB SUPPLIES/C                  | \$1,000.00          | \$1,000.00          | \$0.00         | \$3,426.31          | \$3,126.60         | (\$2,426.31)         | 343        |
| 500100 METER PURCHASES                       | \$4,500.00          | \$4,500.00          | \$0.00         | \$0.00              | \$0.00             | \$4,500.00           | 0          |
| 500100 DEPRECIATION (WATER                   | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 DEPRECIATION EXPENSE                  | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| 500100 OFFICE EQUIPMENT/SUP                  | \$0.00              | \$0.00              | \$0.00         | \$0.00              | \$0.00             | \$0.00               | 0          |
| <b>500100-500-WATER &amp; SEWER OPERATIO</b> | <b>\$435,350.00</b> | <b>\$435,350.00</b> | <b>\$0.00</b>  | <b>\$527,786.11</b> | <b>\$73,097.35</b> | <b>(\$92,436.11)</b> | <b>121</b> |

Reporting Fund: 500-WATER &amp; SEWER FUND

|            |              |              |        |              |             |               |     |
|------------|--------------|--------------|--------|--------------|-------------|---------------|-----|
| FundRevTot | \$435,350.00 | \$435,350.00 | \$0.00 | \$545,529.74 | \$34,788.13 | \$110,179.74  | 125 |
| FundExpTot | \$435,350.00 | \$435,350.00 | \$0.00 | \$527,786.11 | \$73,097.35 | (\$92,436.11) | 121 |

Reporting Fund: 600-CIP

0000-600-Revs

|                             |                    |                    |               |                    |               |                      |           |
|-----------------------------|--------------------|--------------------|---------------|--------------------|---------------|----------------------|-----------|
| 015000 USDA LOAN PROCEEDS   | \$0.00             | \$0.00             | \$0.00        | \$0.00             | \$0.00        | \$0.00               | 0         |
| 015000 USDA GRANTS          | \$0.00             | \$0.00             | \$0.00        | \$0.00             | \$0.00        | \$0.00               | 0         |
| 015000 VDH DRINKING WATER P | \$45,000.00        | \$45,000.00        | \$0.00        | \$38,079.49        | \$0.00        | (\$6,920.51)         | 85        |
| 015000 CIP WATER FUND       | \$25,000.00        | \$25,000.00        | \$0.00        | \$0.00             | \$0.00        | (\$25,000.00)        | 0         |
| <b>0000-600-Revs</b>        | <b>\$70,000.00</b> | <b>\$70,000.00</b> | <b>\$0.00</b> | <b>\$38,079.49</b> | <b>\$0.00</b> | <b>(\$31,920.51)</b> | <b>54</b> |

600100-600-CAPITAL PROJECTS FUND

|                                         |                    |                    |               |                    |               |                   |           |
|-----------------------------------------|--------------------|--------------------|---------------|--------------------|---------------|-------------------|-----------|
| 600100 DEPRECIATION EXPENSE             | \$0.00             | \$0.00             | \$0.00        | \$0.00             | \$0.00        | \$0.00            | 0         |
| 600100 EMERGENCY W/S REPAIR             | \$0.00             | \$0.00             | \$0.00        | \$0.00             | \$0.00        | \$0.00            | 0         |
| 600100 VEHICLE(S) PURCHASIN             | \$0.00             | \$0.00             | \$0.00        | \$0.00             | \$0.00        | \$0.00            | 0         |
| 600100 GENERAL EXPENSES - W             | \$25,000.00        | \$25,000.00        | \$0.00        | \$9,691.53         | \$0.00        | \$15,308.47       | 39        |
| 600100 VDH DRINKING WATER P             | \$45,000.00        | \$45,000.00        | \$0.00        | \$58,679.63        | \$0.00        | (\$13,679.63)     | 130       |
| 600100 REFINANCING AND USDA             | \$0.00             | \$0.00             | \$0.00        | \$0.00             | \$0.00        | \$0.00            | 0         |
| <b>600100-600-CAPITAL PROJECTS FUND</b> | <b>\$70,000.00</b> | <b>\$70,000.00</b> | <b>\$0.00</b> | <b>\$68,371.16</b> | <b>\$0.00</b> | <b>\$1,628.84</b> | <b>98</b> |

Reporting Fund: 600-CIP

|            |             |             |        |             |        |               |    |
|------------|-------------|-------------|--------|-------------|--------|---------------|----|
| FundRevTot | \$70,000.00 | \$70,000.00 | \$0.00 | \$38,079.49 | \$0.00 | (\$31,920.51) | 54 |
| FundExpTot | \$70,000.00 | \$70,000.00 | \$0.00 | \$68,371.16 | \$0.00 | \$1,628.84    | 98 |

Reporting Fund: 700-DEBT SERVICE

0000-700-Revs

TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2026-06-30

| Account                          |          | Original<br>Budget | Amended<br>Budget | Encumbered<br>YTD | Activity<br>YTD | Activity<br>MTD | Current<br>Balance | Used<br>Pct |
|----------------------------------|----------|--------------------|-------------------|-------------------|-----------------|-----------------|--------------------|-------------|
| 015000 USE OF FUND BALANCE       |          | \$0.00             | \$0.00            | \$0.00            | \$0.00          | \$0.00          | \$0.00             | 0           |
| 410501 TRANSFER FROM GENERA      |          | \$0.00             | \$0.00            | \$0.00            | \$0.00          | \$0.00          | \$0.00             | 0           |
| 0000-700-Revs                    |          | \$0.00             | \$0.00            | \$0.00            | \$0.00          | \$0.00          | \$0.00             | 0           |
| 700100-700-DEBT SERVICES         |          |                    |                   |                   |                 |                 |                    |             |
| -                                |          |                    |                   |                   |                 |                 |                    |             |
| 700100 DEBT SERVICE              |          | \$0.00             | \$0.00            | \$0.00            | \$0.00          | \$0.00          | \$0.00             | 0           |
| 700100-700-DEBT SERVICES         |          | \$0.00             | \$0.00            | \$0.00            | \$0.00          | \$0.00          | \$0.00             | 0           |
| Reporting Fund: 700-DEBT SERVICE |          |                    |                   |                   |                 |                 |                    |             |
| FundRevTot                       |          | \$0.00             | \$0.00            | \$0.00            | \$0.00          | \$0.00          | \$0.00             | 0           |
| FundExpTot                       |          | \$0.00             | \$0.00            | \$0.00            | \$0.00          | \$0.00          | \$0.00             | 0           |
| Grand Totals:                    | TotalRev | \$1,481,950.00     | \$1,481,950.00    | \$0.00            | \$1,421,413.26  | \$64,366.32     | (\$60,536.74)      | 96          |
|                                  | TotalExp | \$1,439,250.00     | \$1,439,250.00    | \$0.00            | \$1,361,086.03  | \$155,535.18    | \$78,163.97        | 95          |



# Town of Mineral

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

## Summary of Bank Balances As of 8.31.2026

|                                                |              |
|------------------------------------------------|--------------|
| Blue Ridge Bank Operating Account              | \$303,135.43 |
| Blue Ridge Bank/Spring Grove Operating Account | \$ 71,516.26 |
| LGIP Town of Mineral Investment Account        | \$420,596.71 |
| LGIP Spring Grove Cemetery Perpetual Account   | \$256,291.15 |
| LGIP Spring Grove Cemetery Operating Account   | \$234,601.89 |



# Town of Mineral

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

June 30, 2026

Treasurer's Notes:

Budget Analysis Report:

- All revenues and expenditures for the month of June 2026 are accurately reflected in this report.

## **General Fund:**

- YTD revenue is **\$836,965.06** (90% of general fund budget)
- YTD expenses are **\$764,928.76** (82% of general fund budget)
- Revenue for Bank Stock Tax end of June = \$24,019.00
- DMV revenue for June and YTD increased to \$ 41,026.74 and \$331,751.96

## ○ **Cemetery Fund:**

- YTD revenue is **\$41,626.07** (~97% of cemetery fund budget)
- YTD expenses are **\$18,252.84** (~43% of cemetery fund budget)

## ○ **Water Fund:**

- YTD revenue is **\$545,529.74** (125% of water fund budget)
- YTD expenses are **\$527,786.11** (121% of water fund budget)

## ○ **Total Budget Funds:**

- YTD total budget revenue is **\$1,421,913.26** (~96% of total budget)
- YTD total budget expenses are **\$1,363,806.03** (~95% of total budget)

Respectfully submitted,  
Nicole Washington



# Town of Mineral

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

Section E, Item 1.

Beautification & Litter

Michelle Covert

Police, Legal, Fire & Rescue

Becky McGehee & Michelle Covert

Streets

Bernice Kube & Bob Spedden

Planning Commission

Vacant

Cemetery

Bernice Kube

Personnel

Bernice Kube & Afton Von Tye

Water & Sewer

Afton Von Tye

Budget & Finance

Afton Von Tye

Parks

Bernice Kube & Bob Spedden

Communications

Bernice Kube & Michelle Covert

Economic Development

Bernice Kube



|                          |                                                               |                    |                       |
|--------------------------|---------------------------------------------------------------|--------------------|-----------------------|
| <b>To:</b>               | Town Of Mineral VA                                            | <b>Contact:</b>    | Dave Hempstead        |
| <b>Address:</b>          | 312 Mineral Avenue<br>Mineral, VA 23117 USA                   | <b>Phone:</b>      | (540) 894-5100        |
|                          |                                                               | <b>Email:</b>      | dempstead03@gmail.com |
| <b>Project Name:</b>     | VA - Mineral - Town Of Mineral Manhole Rehabilitation Project | <b>Bid Number:</b> | 2628877               |
| <b>Project Location:</b> | Town Of Mineral, Mineral, VA                                  | <b>Bid Date:</b>   | 7/29/2026             |

| Item # | Item Description                     | Estimated Quantity | Unit | Unit Price | Total Price |
|--------|--------------------------------------|--------------------|------|------------|-------------|
| 1      | Mobilization                         | 1.00               | EACH | \$3,400.00 | \$3,400.00  |
| 2      | Cementitious Liner                   | 55.00              | VF   | \$630.00   | \$34,650.00 |
| 3      | Bench                                | 3.00               | EACH | \$580.00   | \$1,740.00  |
| 4      | Hydrophilic Polyurethane Grout Tubes | 25.00              | EACH | \$135.00   | \$3,375.00  |

**Total Bid Price:** \$43,165.00

#### Notes:

- The quantities in this proposal are estimated, because manholes were not found. Quantities for Billing will be determined in the field.
- Owner must perform any clearing and help locate the manholes, and provide access to each and every manhole and or structure. This may include but not limited locating, exposing, and raising buried MH's, building roads, stone, matting, etc prior to our crew mobilizing.
- No bypassing included in this proposal.
- Proposal includes standard signs and cones. Any additional maintenance of traffic (MOT) needed will be provided by Others.
- Owner will provide a portable hydrant meter and access to onsite water for our use free of charge.
- Owner will provide a local area and pay disposal fees to dispose the debris that is pulled from the cleaning process after it is decanted. Disposal site must be less than 10 miles away from job site.
- If necessary, Owner will provide Permits & Fees. Vortex will provide our standard insurance coverage. OCP or railroad insurance & or longshoreman insurance is not included.
- Water used to clean pipe segment or box culvert to be decanted in the pipe segment/MH.
- Mechanical Cleaning / Tuberculation removal not included in bid proposal.
- If bond is needed please add 1.5%.
- Our Bid Proposal is valid for 30 days from the bid date.
- Site Restoration will be performed by Others.
- This is a unit priced contract and the actual billing will be based on installed quantities. If the installed quantities vary greater than 10% of the bid quantities, Vortex reserves the right to adjust our unit price accordingly.
- Standard wages are included. Therefore, Prevailing wages / Union Wage Rates / Apprenticeships are not included in this bid proposal. Client / GC must notify Vortex if the project is Certified payroll prior to contract execution or additional fees may apply.
- Our bid proposal as submitted reflects the current material pricing established on or before the bid date listed within our proposal. In the event of unforeseen price increases of our raw materials, Vortex reserves the right to adjust our unit rate or overall bid proposal accordingly to account for such price increases.
- Vortex reserves the right to add a Fuel Surcharge based on current CPI fuel increase percentage from proposal date, if required.
- Payment terms: Net 30 days. Interest will be added to balances outstanding after 30 days
- Vortex's bid proposal shall be incorporated into the subcontract agreements. Vortex will initiate this project upon an agreement or receipt of a subcontract or purchase order. Copies of payment and performance bonds must be provided to Vortex.
- Any delays besides weather that is outside of our control will be billed at a standby rate of \$550/ hour for the Manhole Rehabilitation Crew.

#### ACCEPTED:

The above prices, specifications and conditions are satisfactory and hereby accepted.

**Buyer:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date of Acceptance:** \_\_\_\_\_

#### CONFIRMED:

**Vortex Services, LLC**

**Authorized Signature:** \_\_\_\_\_

**Estimator:** Craig Welsh

(757) 615-7547 cwelsh@vortexcompanies.com

**License # 2705 128824**  
**Classifications H/H, LSC, PAV, CEM, RBC**

**Roc Construction LLC**  
**\*Asphalt Paving Concrete Construction Demolition Hauling Sitework\***  
P.O. Box 1401  
Glen Allen Va. 23060  
P- 804-615-3699  
F- 804-723-5404  
**INVOICE**

Date: 7-10-26  
Contract Description: Asphalt Paving  
Location: 2779 Pendleton Rd Mineral Va 23117  
Customer: Spring Grove Memorial Park

- Contract scope of work:
- 1. **Prep paved roads for asphalt. Approximately 44,000 square feet.**
  - 2. **Overlay paved roads with 2 inches of SM 9.5A asphalt.**

**Notes: net 15 days on completion. Job will take approximately 3 days to complete.**

**Total Price: \$116,950.00**

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**Roc Construction LLC**

# PROPOSAL

**BARTON & BOYD, INC.**  
**P.O. BOX 294, 4168 Davis Highway**  
**LOUISA, VA 23093**

Section B, Item 4.

**OFFICE# (540) 967-0408**

***bartonboyd@yahoo.com***

**FAX# (540) 967-1596**

|                                                 |                                           |                    |
|-------------------------------------------------|-------------------------------------------|--------------------|
| Submitted to<br>Town of Mineral c/o Pam Harlowe | Phone 540-894-6508                        | Date<br>06/17/2026 |
| Street<br>PO Box 316                            | Job Name:<br><b>Spring Grove Cemetary</b> |                    |
| City, State and Zip Code<br>Mineral, VA 23117   | Job Location                              |                    |
| Email:<br>pharlowe@townonmineral.net            | Job Phone                                 |                    |

**WE HEREBY SUBMIT THE FOLLOWING SPECIFICATIONS AND ESTIMATES:**

*Pricing Based On Material And Haul Rate As Of 06/17/26.*

*Due To The Fluctuating Cost Of Fuel And Materials, Prices May Be Adjusted Accordingly At The Time The Work Is Performed.*

*GUESSTIMATE FOR BUDGET PURPOSES ONLY  
 AREA & SPECIFICATIONS TO BE VERIFIED*

**ASPHALT OPTION**

*Approximately 5247 Square Feet*

|                                                          |                    |
|----------------------------------------------------------|--------------------|
| Clean                                                    | 5500.00            |
| Patch With Asphalt – Approx. 32 Tons @ \$150.00 Per Ton* | 4800.00            |
| Apply 2" Asphalt Overlay                                 | 82200.00           |
| 2 Days Traffic Control                                   | 6000.00            |
| <b>Total</b>                                             | <b>\$ 98500.00</b> |

*\*Asphalt For Patching Will Be Billed By The Actual Tons Used.*

*Exclusions: Grading; Base Stone And/Or Base Stone Installation; Material Testing; Density Testing; Compaction Testing; Obtaining Grade Profiles; Permits; Vegetation Removal; Pavement Markings; Locating, Marking, Moving And/Or Damage To Utilities; Backfilling Edges; Shoulder Work; Ditch Work; Pipe Work; Etc.*

We Propose Hereby To Furnish Material And Labor - Complete In Accordance With Above Specifications, For The Sum Of:  
 Dollars (\$) \_\_\_\_\_

**PAYMENT TO BE MADE AS FOLLOWS: UPON COMPLETION**

**Any Balance Not Paid Within 30 Days Shall Bear Interest At 2% Per Month. In The Event Any Obligation Of Customer Hereunder Is Breached, Any And All Attorney And/Or Legal Fees Will Be Payable By Customer.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized

Signature *Michael Pleasants/dcs*

Note: This Proposal May Be  
 Withdrawn By Us If Not Accepted Within   N/A   Days.

Acceptance Of Proposal - The Above Prices, Specifications And Conditions Are Satisfactory And Are Hereby Accepted.  
 You Are Authorized To Do The Work As Specified. Payment Will Be Made As Outlined Above.

Signature: \_\_\_\_\_

Date Of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

# PROPOSAL

**BARTON & BOYD, INC.**  
**P.O. BOX 294, 4168 Davis Highway**  
**LOUISA, VA 23093**

Section B, Item 4.

**OFFICE# (540) 967-0408**

***bartonboyd@yahoo.com***

**FAX# (540) 967-1596**

|                                                 |                                           |                    |
|-------------------------------------------------|-------------------------------------------|--------------------|
| Submitted to<br>Town of Mineral c/o Pam Harlowe | Phone 540-894-6508                        | Date<br>06/17/2026 |
| Street<br>PO Box 316                            | Job Name:<br><b>Spring Grove Cemetary</b> |                    |
| City, State and Zip Code<br>Mineral, VA 23117   | Job Location                              |                    |
| Email:<br>pharlowe@townofmineral.net            |                                           | Job Phone          |

**WE HEREBY SUBMIT THE FOLLOWING SPECIFICATIONS AND ESTIMATES:**

*Pricing Based On Material And Haul Rate As Of 06/17/26.*

*Due To The Fluctuating Cost Of Fuel And Materials, Prices May Be Adjusted Accordingly At The Time The Work Is Performed.*

**GUESSTIMATE FOR BUDGET PURPOSES ONLY**

**AREA & SPECIFICATIONS TO BE VERIFIED**

**TAR & GRAVEL OPTION**

*Approximately 5247 Square Feet*

|                                                          |             |
|----------------------------------------------------------|-------------|
| Clean                                                    | 5500.00     |
| Patch With Asphalt – Approx. 32 Tons @ \$200.00 Per Ton* | 6400.00     |
| Apply 2 Shots Tar & Gravel With Brown Stone              | 38725.00    |
| 1 Day Traffic Control                                    | 3000.00     |
| Total                                                    | \$ 53625.00 |

*\*Asphalt For Patching Will Be Billed By The Actual Tons Used.*

*Exclusions: Grading; Base Stone And/Or Base Stone Installation; Material Testing; Density Testing; Compaction Testing; Obtaining Grade Profiles; Permits; Vegetation Removal; Pavement Markings; Locating, Marking, Moving And/Or Damage To Utilities; Backfilling Edges; Shoulder Work; Ditch Work; Pipe Work; Etc.*

We Propose Hereby To Furnish Material And Labor - Complete In Accordance With Above Specifications, For The Sum Of: Dollars (\$ )

**PAYMENT TO BE MADE AS FOLLOWS: UPON COMPLETION**

**Any Balance Not Paid Within 30 Days Shall Bear Interest At 2% Per Month. In The Event Any Obligation Of Customer Hereunder Is Breached, Any And All Attorney And/Or Legal Fees Will Be Payable By Customer.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized

Signature *Michael Pleasants/dcs*

Note: This Proposal May Be  
Withdrawn By Us If Not Accepted Within N/A Days.

Acceptance Of Proposal - The Above Prices, Specifications And Conditions Are Satisfactory And Are Hereby Accepted.  
You Are Authorized To Do The Work As Specified. Payment Will Be Made As Outlined Above.

Signature: \_\_\_\_\_

Date Of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

Pyramid Paving LLC

3468 S BOSTON RD  
TROY, VA 22974-3828 USA  
+14345290975  
lauren@pyramidpavingllc.com

Section B, Item 4.



Estimate

ADDRESS  
Pam Harlowe  
Town of Mineral

ESTIMATE 6728  
DATE 07/14/2027  
EXPIRATION DATE 09/01/2026

PROJECT NAME  
Grave Yard - Tar & Chip

SALES REP  
Kenny

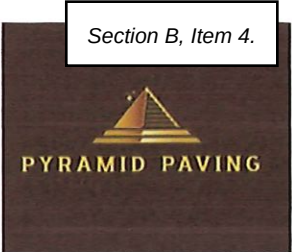
| DATE | ACTIVITY         | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                            | QTY | RATE      | AMOUNT    |
|------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-----------|
|      | Tar & Chip       | We will sweep all loose debris and dispose of it. After all rock is clean we will begin spraying the first coat of RC 250 and place the first layer of 68 grey stone. If you would like to go back with the brown stone we will have to give you another quote as it's hard to get and very high on coat. After first shot is down and rolled we well begin one more coat of tar and gravel. Total area being tar and gravel 35,440 SF | 1   | 42,468.81 | 42,468.81 |
|      | Additional Info. | This quote is based on a liquid asphalt price not to exceed \$781.25/ton. Due to the volatility in the liquid asphalt market; the price will be based on the inflation of liquid asphalt per the VDOT Asphalt Index at the time of construction.<br>Drainage will not be guaranteed on paved areas having 1% grade or less.                                                                                                            | 1   | 0.00      | 0.00      |

TOTAL \$42,468.81

Accepted By

Accepted Date

Pyramid Paving LLC  
3468 S BOSTON RD  
TROY, VA 22974-3828 USA  
+14345290975  
lauren@pyramidpavingllc.com



Estimate

ADDRESS  
Pam Harlowe  
Town of Mineral

ESTIMATE 6729  
DATE 07/14/2027  
EXPIRATION DATE 09/01/2026

PROJECT NAME  
Grave Yard Asphalt

SALES REP  
Kenny

| DATE | ACTIVITY                  | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                 | QTY | RATE      | AMOUNT    |
|------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-----------|
|      | Overlay Existing Pavement | We will start by sweeping all the debris/ loose stone off the road. We will cut a tie-end joint at the end where the V-DOT road starts for a good smooth joint. After all loose stone is gone we will spray RC 250 tac coat for a good bond between the old and new asphalt. Pave 2.5 inches of sm 9.5 topping mix compacted to 2 inches. Total area being cleaned and paved is. 35,440 SF. | 1   | 71,885.88 | 71,885.88 |
|      | Additional Info.          | This quote is based on a liquid asphalt price not to exceed \$781.25/ton. Due to the volatility in the liquid asphalt market; the price will be based on the inflation of liquid asphalt per the VDOT Asphalt Index at the time of construction. Drainage will not be guaranteed on paved areas having 1% grade or less.                                                                    | 1   | 0.00      | 0.00      |

TOTAL \$71,885.88

Accepted By  
  
Accepted Date

