



## **MINERAL COUNCIL MEETING AGENDA**

**April 14, 2025 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. BUSINESS SPOTLIGHT**

#### **1. Louisa County Resource Council**

- a. Presentation by Lloyd Runnett, Executive Director

### **F. PUBLIC COMMENT**

Members of the public will have three minutes to comment on any matter, while maintaining professional and courteous behavior. Council will not respond during public comment, but the appropriate member of Council or Staff will address questions and concerns in a timely manner.

### **G. APPROVAL OF MINUTES**

#### **1. 3.10.2025 Minutes**

- a. Motion to approve or deny minutes

### **H. OLD BUSINESS**

#### **1. Bylaws Review**

- a. Motion to accept or deny Bylaws

#### **2. Rescheduling of Town Hall Meeting**

- a. discussion and motion to reschedule Town Hall Meeting.

- 3.** Updates on Derelict Buildings

- a. Discussion on update status.

## **I. NEW BUSINESS**

- 1.** Mineral Well Evaluation Grant

- a. Resolution for Mineral Well Evaluation Grant

- 2.** Mineral Per Grant

- a. Resolution for Mineral PER Grant

- 3.** Roaming Dogs/ Leash Laws

- a. Discussion of Roaming Dogs/ Implementation of Leash Laws in the Town of Mineral.

- 4.** Unpaid Personal Property Tax DMV Stops

- a. Motion to approve or deny renewal of contract to allow DMV stops on unpaid personal property taxes.

- 5.** Park Use Policies

- a. Discussion of park use and creation of procedure

- b. Discussion and motion for a Vendor's Market

- c. Discussion regarding Farmer's Market.

- 6.** Mineral Planning Commission Discussion

- a. Discussion regarding actions of Chairman at MPC meetings on January 16, 2025 and March 27, 2025.

- 7.** Posting of MPC Vacancy

- a. Motion to post MPC vacancy

- 8.** FY 2026 Budget Review/ Fee Schedule

- a. Discussion of FY 2026 Budget Review presented by the Town Manager.

- b. Discussion of Fee Schedule

- c. Discussion of tentative budget calendar

## **J. REPORTS**

- [1.](#) Town Manager's Report
- [2.](#) Treasurer's Report & Accounts Paid
- [3.](#) DMV Report
4. Committee's Report
5. Mayor's Report
6. Council Comments

## **K. CALENDAR OF UPCOMING EVENTS**

Next Meeting: May 12, 2025

## **L. EXECUTIVE SESSION**

In accordance with §2.2-3711(A)(7) and §2.2-3711(A)(8) of the Code of Virginia, Town Council will convene in Closed Session to consult with legal counsel.

## **M. BACK IN SESSION**

## **N. ADJOURN**

Mayor- Ronald Chapman

Vice Mayor - Michelle Covert

Council Members: David Hempstead, Bernice Kube, Olivia McCarthy, Rebecca McGehee,  
Vacant

Staff: Nicole Washington, Town Manager, Stephanie Dorman, Town Clerk, Kelly Singletary,  
Town Treasurer, Robert Sproul, Town Attorney

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



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

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**TO: Mineral Town Council**

**FROM: Stephanie Dorman, Clerk**

**SUBJECT: 3.10.2025 Minutes**

### **Background:**

I have attached minutes from the 3.10.2025 meeting.

The minutes presented utilize a different formatting than our standard template, as I was able to utilize the software used to generate the agenda packet. Moving forward, I hope to continue using this format.

The 'Business Spotlight' and 'Public Comment' portion of the agenda contains the individuals quote pulled from the transcript.

### **Recommended Action:**

Approval or denial of minutes.

### **Attachments:**

3.10.2025 Minutes





## MINERAL COUNCIL MEETING MINUTES

March 10, 2025 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

#### PRESENT

Ronald Chapman

Michelle Covert

Olivia McCarthy

Rebecca McGehee

David Hempstead

#### ABSENT

Bernice Kube

### C. PLEDGE OF ALLEGIANCE

All in attendance stood for the pledge of allegiance.

### D. ADOPTION OF AGENDA

Motion to remove "bylaws review" from old business, add "discussion of 9th street development" to executive session, and remove "employee performance" from executive session.

Motion made by Covert, Seconded by Hempstead.

Voting Yea: Covert, McCarthy, McGehee, Hempstead

### BUSINESS SPOTLIGHT

Fishtery:

**Owner, Kelly Taylor:**

" I'd like thank you for the invitation and the opportunity to speak. My name is Kelly Taylor and my business is Fishery Local Fish Store we are in the Town Square, for local people you have to go into the Town Square and go around and behind underneath, so we do have people that have trouble finding us from using the Google Maps. We advertise primarily on Facebook and on Google Maps and even just last week I had someone local walk in that said 'I had no idea you were here,' because the local people aren't, that have lived here forever, aren't looking for what the new things are they. They think they know the town of Mineral it's only this big and so they don't realize that there are things changing all the time. We have 550 square ft. We specialize in freshwater aquariums and freshwater fish only. I've had lots of people ask us about reptiles and other things, the shop was very small and I sell out of 10 gallon tanks, so because I am limited and I care about the welfare of the animals. We specialize in nano-fish, which means less than an inch and a half, and community fish which means that you can mix different types of fish together in a single aquarium and they should get along with each other. We're not limited to that but that is what we specialize in. I think that aquariums, particularly in the home but also in the office in businesses and churches and schools and stuff like that, are very peaceful and beautiful. I think it's a living work of art. I love the natural backgrounds with plenty of plants and things for the fish to hide from each other in. I don't have any bare bottom tanks. I don't have a problem with people that have bare bottom tanks, but it's just not what we specialize in in the shop. We have hosted two events so far at our location. We are getting ready to host a third this coming Saturday at noon, we will have a student-led event that the kids will be speaking to people that come out at noon about how to set up an aquarium and how to be focused on the health of the fish. You should consider setting up your aquarium for at least a couple of weeks, preferably even six weeks before you put fish in it, because it will allow you the opportunity to establish the bacteria that set up the nitrogen cycle for the health of the fish, so you don't put fish in them and then lose them probably in a day or two. A waste of money sometimes, it's a waste of emotion you fall in love with the fish, and then your aquarium on them and you lose them right away we don't want that to happen to any of our customers. We don't want that to happen to any of our fish. Saturday's event will be student led. The kids have been studying up, they've been putting together some bingo games and some games that they can play with each other, that are all freshwater fish focused and teaching each other and the crowd about how to set up a healthy aquarium for your fish. I got to tell you that we've been open for a year now we opened in the middle of February of last

year and one of the things that surprises me, that may or may not surprise any of you maybe, longtime fish keepers won't be surprised, but it surprises me at how much water we do not use once we get the water balanced and it's healthy for the fish it doesn't take a lot of water to keep it maintained up to speed and the fish are healthy. I am really pleasantly surprised at how much water we don't use from the town. and being able to establish pets. I tell lots of customers, I welcome people to come in and spend as much time looking as they would like to. I tell them that we are the only zoo in Mineral, so if they want to bring their kids in have something to look at for entertainment they can do that. I also want to thank the Town of Mineral for the invitation to come and speak to you. Thank you."

## **E. PUBLIC COMMENT**

### **Paul Stewart Cameron, Jr.:**

"First, I'm Paul Stewart Cameron, Jr., I'm here for I believe it's under 'old business' item number three 623 Mineral Avenue and 110 St. Cecilia, so I'll just hold my comments until we get to that portion and I'll let you all lead and I'll answer."

### **Debbie Moon:**

"Hi, Debbie Moon, 232 Mineral Ave. I've been told that I don't write or say enough positive things so we're going to start positively. Treasurer's report this month, clear, concise, so well put together with information that I don't have any questions, so well done on that. It is nice to see all of the meeting minutes posted online including the drafts, so thank you for that. Nicole, thank you for holding the town, together I don't have anything specific, but thank you. Mineral shopping, thank you for the advertisement for last weekend, Jen was away and I held down the fort and did a little "Mineral Shopping Days." I am asking each of you to visit all of the Mineral businesses by the end of March. Encourage your friends to do the same, building awareness and promoting the town businesses helps to keep them here and in business. We were very surprised that we only had less than about five people through the door on Saturday. We can't pay the bills continuing to do that and would have to leave, so you know, like a lot of us and people just don't know that the businesses are here. It's not just you as Town Council members but also you and your friends promoting the businesses, so we appreciate that. I have never been to your store [Fishery], so I will make sure I get there by the end of March, and that will conclude all of my businesses

visiting at least once. On the agenda tonight is also the open seat on Town Council, I encourage all of you to vote for JoAnna. She has been attending meetings and speaking during public comment long before her multiple Town Council applications. Most of you have all said in the past that you support her and would vote for her the next time, well we're at another next time. She's not aligned with any council members, she is the voice of the citizens, she is also a veteran, please give her your vote for the open seat. Thank you."

**Pam Harlowe:**

"Pam Harlowe, 202 West 8th Street, For the record I served council 33 years; 12 Mayor, 12 Vice Mayor, and nine as a regular council member before I got the upper jobs. I'm here because of concerns for your budget numbers. One your revenue with DMV is severely down by a considerable amount \$371,000. My other concern was the total on when I add up all the salaries on here for a town of less than 500, your salaries were estimated or planned to be \$510,000 which sounds considerably high to me. There are lots of expenditures on here that I would question as to why some of them are so high, but my concern is there are things to be discussed tonight, to be voted on that are not necessary. Before you spend money that's not necessary, you need to look deeply into getting a well, because as I see you're spending considerably over your estimated amount on water consumption. You need to look into wells and forget all this other stuff that's going to take money that we don't have."

**Eric Washington, via letter:**

I'm Eric Washington 611 Mineral Ave. I'm sorry I can't be here I have to take my kids to soccer practice and will try to attend before it is over. I have concerns and I want to express them. I'm doing a project for a property owner clearing trees on Ninth Street. In order for the owner to get to their property they have to develop the road and I'm subbing the work out to someone and they have been doing this type of work for over 40 years. Before I started, I spoke to VDOT, to Louisa County and Mrs. Washington the town manager of Mineral. Even though she is my wife she holds me accountable just like she does everybody else and sometimes it frustrates me a little bit but she takes her job very

seriously and shows no favoritism. She treats everyone the same. I wasn't on the site but Mr. Groome came down and told the guy that was working how could we do the road because he was going to get the property but he can't afford to do it to VDOT standards. Then 10 minutes later Mr. Hempstead came and told them they had to shut it down. They called me and put Mr. Hempstead on the phone and he asked me how could I afford it. Really it's none of his business or anyone else's what I can afford or not afford but I've had a store for 5 years and sold it. Then he said you have to do it to VDOT standards and I told him I am going to do it to VDOT standards. Mr. Hempstead told them they had to shut the job down and he can't do that he had not even spoke to the town manager because had called the town and I don't believe he spoke to council either. It seems that Mr. Hempstead likes to try and bully citizens and intimidate them and I am not one that could be bullied or intimidated. Bear with me for a minute because it is water under the bridge now but Mr. Hempstead was so passionate about the 14 houses that that were being put up and I agreed with him that they shouldn't be put up or at least some so many of them shouldn't be put up. My point is that you can't pick and choose when you are a council member. Being a council member I realize that's a lot of responsibility but that is what you were sworn in for, that's your job to do what is right for the town and not friends. You are passionate about one thing and want to do the right thing but with these ran down houses in the town and because you are friends with people that have these properties you don't do your job. Your job is doing what is best for the town not just for some citizens and friendships which I thought is what the town wanted to get away from. The one house that is beside mine, and I have no problems with the owner, it is it has no footers and cannot be saved. There's a tank that goes to the second floor that is not stable and could fall. I try to clear it up and do my best but it is not my property. There are squatters, vultures living in the house and last summer they were bird droppings in my driveway and I have small children that I worry if something will happen to them. I tried to buy the property over market value knowing I would have to put money out to tear it down but the owner couldn't sell. Mr. Byrd owns the property on the other side of this house that he purchased and fixed up. He was not able to sell it because of the property, the vultures and the overall look of the property. It seems like council cannot hold people accountable but want to hold others accountable for every little thing. Just like the road, Chestnut Avenue, that was put in and isn't even up to VDOT standards it is only Crush and Run which is why it is so muddy and easily washed out. Then there was a long driveway

besides 9th Street that didn't even have a covert and not enough road frontage in that zoning district and whoever built that should have made been made to develop Ninth Street according to the ordinance. But now when someone does the right thing they are still given a hard time because certain people on council do not care for them and it isn't right. They are still a citizen and a property owner. I bought the house and I wasn't sure if I was going to live here or not. It's a small town and seemed like there are good people here from what I could tell as people introduce themselves to me I decided to stay and help build the town and make it better. My wife took a job as manager. She wanted to be a part of making the town better too, but it seems like people some people have lost a vision of what good they want for the town since they have been here. When it gets to town business it shouldn't be family or friends because it blurs the lines, it should be what is good for the town."

**Tracy Hempstead:**

"Alright, I think first of all we all ought to show up in person if we have something to say. That's a bunch of whining, and I can't be here because my child has a soccer game, I don't think so. Mr. Washington with, you can leave the dirty looks for later, Mr. Washington did a house, put one, renovated one, built another one and he's here to help the town. I'm I'm just not happy right now. Mr. Washington has a state contractor's license to do paint and wall coverings. You can affirm that on the state business license site contractor's licenses. He, that's all he has. He has no license to build a house paint and drywall. Two years ago both him and his wife under WW Construction were disciplined by the contractor's board because they were fixing up a kitchen and did work outside their scope. They were charged \$1,750 and one of them was ordered to go to class about that. Mr. Washington, I think would need some form of legitimate contractor's license to put a road in and all he's got is a paint and wall covering license. There's a, and I have, this is for the lawyer: Mrs. Washington is the Town Manager, I believe she would have given the consent for her husband to put the road in as a Planning Zoning Manager, that's a state conflict of interest right off, I don't know if her issuing permission to her husband because she stands to make a profit also on the money that he makes. So, if you could check with the state conflict of interest laws and see if the Town Council is legal or breaking a law, I'd appreciate it, but that that's what I have to say. I think that a lot of this is a lot of nonsense and Council needs to be smart. You have a lawyer, he'll help you, but you don't do, you don't do things in construction without licenses, and I, I do know David's my husband. He was over

because he's done this stuff a very, very long time professionally, so he'll give you, I'm sure he'll probably say something, but I would appreciate listen to him because this is a public road, and I agree with you. We're all here, we may not like each other, that's fine, but we should all have the same goal, which is to keep our Town growing happy and safe, so thank you."

**Rebecca McGehee:**

Rebecca McGehee, 714 St Francis, all I got to say is your children come first and I can understand why Mr. Washington is not here, because by golly your family comes first, that's all."

**F. APPROVAL OF MINUTES**

**1. 10.15.2024 Minutes**

Motion to approve minutes as presented.

Motion made by Covert, Seconded by Hempstead.

Voting Yea: Covert, Hempstead

Voting Abstaining: McCarthy, McGehee

**2. 11.7.2024 Minutes**

Motion to approve minutes as presented.

Motion made by Covert, Seconded by McGehee.

Voting Yea: Covert, McCarthy, McGehee

Voting Abstaining: Hempstead

**3. 11.12.2024 Minutes**

Motion to approve minutes as amended.

- Council Member Hempstead Amendments:
  - Council Comments:
    - Paragraph 3: "stating he has no idea who you are and what you are talking about."
    - Paragraph 7: "claims" to "stated" and "called" to "email."
    - Paragraph 8: "claims" to "stated"
    - Paragraph 11: "claims" to "stated"

Motion made by McGehee, Seconded by Covert.

Voting Yea: Covert, McCarthy, Hempstead

Voting Abstaining: McGehee

**4. 11.21.2024 Minutes**

Motion to approve minutes as amended.

- Amendment:
  - Add when decision was reversed.

Motion made by Covert, Seconded by McCarthy.

Voting Yea: Covert, McCarthy, McGehee

Voting Abstaining: Hempstead

**5. 12.9.2024 Minutes**

Motion to approve minutes as amended.

- Council Member Hempstead Amendment:
  - Public Comment:
    - David Hempstead's public comment: changed "claimed" to "stated."

Motion made by Covert, Seconded by McCarthy.

Voting Yea: Covert, McCarthy, McGehee, Hempstead

**6. 12.19.2024 Minutes**

Motion to approve minutes as amended.

- Council Member Hempstead Amendment:
  - He would like to have that he was arrested added to the minutes.

Motion made by McCarthy, Seconded by Covert.

Voting Yea: Covert, McCarthy, McGehee, Hempstead

**7. 1.13.205 minutes**

Motion to approve minutes as amended.

- Council member Hempstead amendments:
  - Public Comment, Dave Hempstead's comment:
    - Amending "representative's" to "Commonwealth Attorney's"



- Amending "believes" to "stated."

Motion made by Covert, Seconded by McCarthy.

Voting Yea: Covert, McCarthy, McGehee, Hempstead

**8. 1.21.2025 Minutes**

Motion to approve minutes as presented.

Motion made by Covert, Seconded by Hempstead.

Voting Yea: Covert, McGehee, Hempstead

Voting Abstaining: McCarthy

**9. 2.3.2025 Minutes**

Motion to approve minutes as presented.

Motion made by Covert, Seconded by McGehee.

Voting Yea: Covert, McCarthy, McGehee, Hempstead

**10. 2.10.2025 Minutes**

Motion to approve minutes as presented.

Motion made by Covert, Seconded by McGehee.

Voting Yea: Covert, McCarthy, McGehee, Hempstead

**11. 3.3.2025 Minutes**

Motion to approve minutes as presented.

Motion made by Covert, Seconded by McGehee.

Voting Yea: Covert, McCarthy, McGehee, Hempstead

**G. OLD BUSINESS**

**1. Appointment of Council Member**

Council reviewed applications and asked questions to both applicants.

Applicants were also given the opportunity to speak to Council regarding their interest to be on Council.

Motion to appoint JoAnna Von Arb as Council Member.

Motion made by McCarthy, Seconded by McGehee.

Voting Yea: Covert, McCarthy, McGehee

Voting Nay: Hempstead

## 2. **Bowman Asset Management**

The Town Manager presented the Bowman Asset Management system.

The Town Manager, Utility Committee Chairman, and Town Maintenance Superintendent spoke in favor of the Bowman Asset Management system.

Council discussed the purchasing the Bowman Asset Management system in the amount of \$32,845.

During the discussion, Mayor Chapman found members of the audience to be disruptive and called for a sheriff's deputy.

Motion to allow the Town Manager to move forward with purchasing the Bowman Asset Management.

Motion made by McGehee, Seconded by McCarthy.

Voting Yea: Covert, McCarthy, McGehee

Voting Nay: Hempstead

## 3. **a. 623 Mineral Avenue**

The property owner and Council discussed the property and possible solutions.

Council agreed by consensus to allow the property owner time to mitigate the property.

The property owner must stay in communication with the Town Manager regarding the progress of the property. Council wants an update by the next meeting.

## **b. 500 West Third Street**

Council agreed by consensus to allow the Town Manager to send a letter to the property owner regarding the plans for the building.

## **c. St. Cecilia**

The property owner and Council discussed the property and possible solutions.

Council agreed by consensus to allow the property owner to only repair the windows at this time.

Council took a 10 minute recess.

#### **4. Scheduling a Town Hall**

Council scheduled a Town Hall for April 17, 2025 at 6:30 pm.

### **H. NEW BUSINESS**

#### **1. Civic Plus Municode**

The Town Manager presented the Civic Plus Municode system.

The Town Manager and Town Clerk spoke in favor of the Civic Plus Municode system.

Council discussed the purchasing the Civic Plus Municode system in the amount of \$4,576.

Motion to authorize the Town Manager to purchase the MuniCode Code Hosting System.

Motion made by Covert, Seconded by McCarthy.

Voting Yea: Covert, McCarthy, McGehee, Hempstead

#### **2. Little League Sponsorship**

Motion to authorize the Town Manager to make a donation in the amount of \$550 to sponsor a Little League team.

Motion made by McCarthy, Seconded by Covert.

Voting Yea: Covert, McCarthy, McGehee, Hempstead

### **I. REPORTS**

#### **1. Treasurer's Report & Accounts Paid**

Treasurer's Report & Accounts Paid attached to this month's corresponding agenda.

#### **2. DMV Report**

DMV Report

Council would like to have the total retail revenue added to the report.

Council member McCarthy added:

"I would also like to, I think there was a comment earlier about a decrease in DMV revenue over a time period, and would just like to note, I guess for the minutes, that this has been discussed multiple times. Perhaps the person who made this comment was not present for those prior meetings, but that the values were not being accurately reported prior. There is a grading on the percentages that we received depending on the value amount and so some of the prior reports in previous years are not actually accurate to the amount of money that is received on those months, and so I just want the minutes to reflect that."

### **3. Town Manager's Report**

Town Manager's Report attached to this month's corresponding agenda.

Council would like for the Town Manager to get a second quote for the electric project in the Whitlock Family Park.

### **4. Committee's Report**

#### **Cemetery Report:**

A committee member requested the comprehensive plan as it relates to the cemetery.

#### **Police and Fire Report:**

Council member McGehee did not have a police report for this month.

Council member McGehee reported that the fire department is still working on repairs.

#### **Bylaws and Charter Report:**

Mayor Chapman provided each Council member with a book of guidelines from the VML.

Mayor Chapman reported that he has provided the VML with a copy of the Town of Mineral's potential bylaws for review. He is awaiting a response.

The Mayor and Council member McGehee would like to work with the Utility Committee to create a program for residents who are facing financial hardship.

#### **Personnel:**

Mayor Chapman reported that the committee will have staff performance evaluations to review at next month's meeting.

## **J. CALENDAR OF UPCOMING EVENTS**

Next Scheduled Meeting: April 14, 2025

## **K. EXECUTIVE SESSION**

Vice Mayor Covert gave a COIA statement and recused herself from closed session and the rest of the meeting.

Council asked that JoAnna Von Arb join them for the closed session.

In accordance with §2.2-3711(A)(7) of the Code of Virginia to consult with legal counsel related to probable litigation.

In accordance with §2.2-3711 (A)(8): Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Motion made by McGehee, Seconded by McCarthy.

Voting Yea: McCarthy, McGehee, Hempstead

Voting Abstaining: Covert

Council went into closed session at 10:38 pm.

## **L. BACK IN SESSION**

All members certified the closed session and went back into session at 11:35 PM.

Voting Yea to Certify the closed session:

Chapman, Covert, McCarthy, McGehee, Hempstead

Council decided to allow the Town Manager the ability to oversee the development of 9th Street.

Council member McCarthy specifically added: " I'm not going to comment on the specific project, as I feel that we have the appropriate people in the position administrator to be able to handle this project, however, I would like for the record to reflect that I am encouraging everybody on this Council, and in this room, to bear in mind that only an act of the Council of the entire body or the Zoning Administrator can intervene in projects such as these and that no individual has the authority, or has been authorized by this body, sorry my brain's not working great it's late, to take any action regarding this project or any other projects, at this time on behalf of the Town."

**M. ADJOURN**

Motion made by McCarthy, Seconded by McGehee.

Voting Yea: McCarthy, McGehee, Hempstead

Council adjourned at 11:40 pm

DRAFT



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

4.14.2025

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**TO: Mineral Town Council**

**FROM: Bylaw/ Charter Review Committee**

**SUBJECT: Bylaws**

**Background:**

**Recommended Action:**

Motion to accept or deny Bylaws

**Bylaws:**



## **MINERAL TOWN COUNCIL**

### **Town of Mineral**

### **ByLaws – Rules of Order**

Originally Adopted: October 15, 2024

Edits submitted: April 14, 2025





**TOWN OF MINERAL, VIRGINIA**  
**TOWN COUNCIL**  
**BYLAWS and Rules of Order and Procedure**

**Section 1 – Purpose and Basic Principles**

**Section 1-1. Purpose of Bylaws and Rules of Order and Procedure**

- A. To enable the Mineral Town Council (MTC) to transact business professionally, expeditiously, effectively, and efficiently.
- B. To protect the rights of each individual Council Member and the public.
- C. To foster and preserve a spirit of cooperation and respect among all the MTC members; and
- D. To determine the pleasure of the MTC on all matters brought before it.

**Section 1-2. Five basic principles underlying Bylaws and Rules of Order and Procedure**

- A. Only one subject may claim the attention of the MTC at a time.
- B. Each item presented for consideration is entitled to full and free discussion.
- C. Every member has rights equal to every other member.

- D. The will of the majority must be carried out, and the rights of the minority must be preserved; and
- E. The personality and desires of each member should be merged into the larger unit – the Mineral Town Council.

**Section 2 – Standing Rules of Procedure of the Mineral Town Council**

**I. Schedule and Time of Meetings**

A. Regular Meetings: Regular meetings of the MTC shall be held in the Mineral Municipal Building Town Council Chambers on the second Monday of each month at 6:30 pm, except if a recognized Holiday falls on a Monday Meeting night, the MTC meeting will automatically take place the next night, Tuesday night, at the same time. The Council may reschedule a regular meeting to another date, if it so desires, or the Mayor may cancel a meeting with sufficient reason.

B. Special Meetings: Special Meetings of the MTC shall be called by the Mayor or by a Majority of the MTC members. Such requests shall be in writing, addressed to the Town Clerk and shall specify the time and place of the meeting and the matters to be considered at the meeting. The Town Clerk shall immediately notify each member of the MTC in writing to attend such Special Meeting at the time and place described in the request. The Town Clerk’s Notice shall specify the matters to be considered at the meeting. The Town Clerk shall send a copy of such Notice to each member of the MTC by email.

C. Council Workshops: Workshops are generally meetings of the MTC, conducted in an informal format, primarily for the purpose of receiving presentations by staff, consultants, contractors, or applicants regarding the Town Budget, Town Code, the Town’s Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance the Capital Improvements Plan or reviews by the MTC of these or other pertinent matters. Workshops are not mandatory, as no business can be conducted, and are open for information and education on specific topics. Workshops can also be used to gather information on specific proposals and projects.

D. Emergency Meetings: Emergency Meetings can be called by the Mayor, or by a majority of the Council, in an instance where waiting to make a decision can cause harm, damage, or destruction. Emergency meetings should be limited in use, and are specific in exact topic of discussion

## II. CONDUCT OF MEETINGS

A. These Adopted Bylaws and Rules of Procedure apply as the primary directive to MTC meetings, operations and conduct. Where not addressed, Robert's Rules of Order, Newest Revised Edition, shall govern the conduct of MTC meetings. All actions and activities addressed herein shall conform to State laws as mandated by Virginia State Code. Any rule of Parliamentary Procedure may be suspended by a two-thirds vote of the MTC members in attendance. Any standing rule set forth herein (e.g. the length of time permitted for public hearings, amount of time allotted to each speaker, etc.) may be Suspended or Modified by a Majority vote of the MTC or by the Mayor. The Mayor is the presiding officer for all Town meetings, and the Vice Mayor will assume the role in their absence.

B. For any meeting, a majority of the MTC membership total shall constitute a Quorum. A quorum consists of 'one more than half' of the voting body, no less than three. Any scheduled meeting not attended by a quorum will be cancelled within 15 minutes, and no business will be conducted.

C. Members of the MTC must be recognized by the Mayor before proceeding to speak during any meeting. Members of the MTC shall address the Mayor and other members, and staff. After being recognized by the Mayor, an MTC member shall not be interrupted during the time that member is allotted to speak, except when a Point of Order is called or when being requested to yield the floor by another member.

D. No member shall hold the floor longer than five minutes without yielding to the Mayor or another member's request for the floor, when requested.

E. No member may speak a second time on a Motion until every other member desiring to speak has spoken.

F. When two or more members of the Council wish to speak at the same time, the Mayor shall designate the one to speak.

G. Amendments to Motions require the approval of the member making the Motion and the member seconding the Motion.

H. A Substitute Motion shall be allowed to any Motion properly on the floor; it shall have precedence over an existing Motion and may be discussed prior to being voted on. If the Substitute Motion fails, the former Motion can then be voted. If the Substitute Motion passes, the Substitute Motion becomes the Main Motion and can be voted. Once a Substitute Motion is voted upon, a second Substitute Motion may be made. No more than two (2) Substitute Motions may be made.

M. Any Question submitted to the MTC shall be determined by a Voice Vote of the Majority of the members voting on the Question, except where the Rules of Parliamentary Procedure or the requirements of the Virginia State Code specify a greater than Majority vote.. A tie vote on any matter shall be determined by the Mayor casting his or her vote to break the tie. The Vice Mayor, when presiding over the meeting, retains their vote. No member may change his or her Vote on any matter, except through a properly presented Reconsideration of the Vote. At the conclusion of each Vote on all Motions, the Mayor shall announce whether the Motion has been adopted or defeated.

N. The Mayor shall Order the Removal of any person whose behavior is unruly or disruptive. At least one Verbal Warning should be provided by the Mayor, or the meeting's presiding officer, to any offending person, unless the immediate action of removal is deemed necessary by the Mayor or the majority of the MTC. The conduct of MTC members towards each other, the staff or the public must be above reproach and should avoid even the appearance of impropriety. Members of the MTC, staff and all members of the public present at meetings shall refrain from abusive language or conduct, personal charges or verbal attacks. (In accordance with State Code 18.2-415)

### **III. AGENDAS**

A. The standard Agenda for regular MTC Meetings should be according to the following general format, but may be edited by the Mayor or majority vote of the MTC.

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Adopt/Amend Meeting Agenda
5. Public Comments (3 min. max per person)

6. Approval of Consent Agenda Items
7. Approval of Minutes
8. Review and /Approval of Bills
9. Public Hearings
10. Old Business
11. New Business
12. Appointments
13. Reports:
  1. Zoning Administrator
  2. Council Members' Comments
14. Closed Session (As necessary/with Town Attorney)
15. Reconvene & Certification Vote
16. Discussion/Action following Closed Session
17. Adjourn

B. Items which are requested to be placed on an upcoming Meeting Agenda will be submitted to the Mayor or Town Clerk within the prescribed deadline, and will include the 'Action Item' cover sheet and any supporting documents necessary. The Mayor, following consultation with the Town Manager, approves the items to be placed on each Meeting Agenda and the materials to be distributed.

C. Nothing herein prohibits any MTC member from requesting to add items to the Agenda at the proper time at the beginning of the regular meeting, provided that such a request is made in the form of a Motion, duly Seconded, voted on and approved by a Majority of the MTC. Members should use discretion in requesting additions to the items on the Agenda. It is expected to have items listed on the published agenda prior to the meeting.

D. Variations from the standard Agenda for Regular meetings may be permitted by the Mayor.

#### **IV. Public Comments**

A. A time shall be established on the Agenda of each regular monthly meeting for the public to be able to address the MTC on any item(s) of their interest or

concern. Public Comment is an opportunity for individuals to present their comments on any topic of interest or concern. Each speaker will be allowed three minutes. The MTC will not respond to speakers comments or questions at the time of the Meeting. The Mayor or MTC may direct that Staff take some action in response to the public or the MTC may decide to address the matter at a later date through a committee or future agenda item.

## **V. Public Hearings**

- A. The Mayor shall conduct all Public Hearings.
- B. The order of Public Hearings shall be as follows.
  - 1. Hearings should begin with a brief presentation summarizing the facts about the issue and provide a recommendation to the MTC. MTC members may seek clarification during and following the presentation.
  - 2. After a brief presentation from staff, the Mayor shall open the Public Hearing.
  - 3. Each speaker may be permitted to speak for up to three minutes, however, the applicant may be entitled to use up to ten minutes.
  - 4. Once a Public Hearing has been closed by the Mayor, no further public comments should be permitted. MTC members, however, may direct questions to the applicant, commission, committee, staff member or any others present, for clarification prior to taking any vote.
  - 5. Following the closing of the Public Hearing, the MTC should debate the merits of the issue before it. Afterwards, the Mayor shall entertain a Motion to dispose of the issue. If the Public Hearing has been duly conducted and closed, but the Council chooses to Table action until a later meeting, discussion and action at that later meeting shall be limited to the MTC only. The Public Hearing itself shall not be continued to a subsequent meeting without additional public notification.

## **VI. Elections and Appointments**

- A. At the Annual Organizational Meeting of the MTC, usually held in January of each year, the Mayor shall open and preside over the Organizational Meeting.
- B. The Mayor shall open the floor for nominations for the election of the MTC Vice-Mayor. The MTC with the majority of votes shall assume the role of Vice Mayor. If no nominations are made, the current Vice Mayor will remain in effect.

- C. The date and time of regular monthly meetings of the Mineral Town Council shall be voted on or confirmed to be unchanged each year.
- D. The Mayor will announce their appointments to the standing committees, and any ad hoc committees necessary. Committee assignments can be changed at the discretion of the Mayor.

## **VII. COUNCIL MEMBER REQUESTS FOR STAFF ASSISTANCE**

- A. Requests by Council members for assistance shall be directed to the Town Manager.
- B. Requests shall remain professional.
- C. The Town Manager may ask a Council member to schedule an appointment so that proper attention and time can be allotted to the request

## **VIII. SUPERVISION OF TOWN MANAGER, TOWN CLERK, TOWN EMPLOYEES AND THE TOWN ATTORNEY**

- A. The Town Manager and the Town Attorney (Not a Town Employee) report to and are supervised by the Town Council. The Town Council is responsible for making all decisions pertaining to the hiring, supervision, evaluation and termination of the Town Manager, the Town Attorney and share the responsibility for the selection, hiring and evaluation of the Town Clerk and must by Council action appoint the Clerk of Council. The Council Personnel Committee shall be responsible for consultation and direction as needed between the Council and the Town Manager or between the Council and the Town Attorney between regular monthly Council meetings. Performance evaluations, both in person and in writing, should be performed at least annually within a reasonable time after the employment anniversary date of the Town Manager and the Contractual beginning date of the Town Attorney (Legal Contractor).
- B. All other employees in the Town Administration and the DMV report to and are supervised by the Town Manager, and applicable department heads. The Town Manager is responsible for the hiring, supervision and evaluation of all employees with the assistance of department heads. Terminations are a decision of the Town Manager, but only after consultation with Council in Closed Session. No new or vacant positions may be filled without prior

Council authorization. The Council Personnel Committee, appointed by the Mayor, may be involved in the employment selection process when desired. Council members shall be promptly notified of any terminations or resignations.

## **IX. PRESS RELEASES**

The Town Council, through its Mayor or Town Manager, has the authority to issue official press releases in the name of the Mineral Town Council concerning pending plans, actions and policies of the Council.

## **X. Section 4 – Amending Bylaws**

After due consideration, these Bylaws and Rules of Procedures may be amended with the concurrence of two thirds of the total Council. Proposed changes to the Bylaws and/or the Rules of Procedure shall be listed on a published Mineral Town Council Agenda and provided in advance to all Council members for their review.





# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM:**

**SUBJECT: Rescheduling of Town Hall Meeting**

**Background:**

With the busy budget season and the need to schedule budget workshop meetings, the Town Hall will need to be rescheduled.

**Recommended Action:**

Motion to reschedule the Town Hall until August.



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Derelict Buildings**

**Background:**

At the last Town Council meeting, derelict buildings were discussed. At the meeting, Council requested an update from the property owner. As of this submission, the Town Manager has not received an update.

**Recommended Action:**



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Mineral Well Evaluation Grant**

**Background:**

This project will look into the viability of our existing wells. The Town will work with a hydrogeologist/well driller. This project scope will use a camera and pressure recordings for the investigations around the existing wells to show what is needed to, if anything for the well.

**Recommended Action:**

Resolution



## **Town of Mineral**

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

### **RESOLUTION OF APPROVAL FOR THE SUBMISSION OF AN APPLICATION FOR THE “MINERAL WELL EVALUATION GRANT”**

#### **RESOLUTION NO. 2025-9**

**WHEREAS**, The Town of Mineral supplies water through an external provider; and

**WHEREAS**, The Town of Mineral must provide an internal water source; and

**WHEREAS**, The Town of Mineral wells currently require revitalization; and

**WHEREAS**, The Town of Mineral will apply for a grant that will provide funds to determine the viability of the wells; and

**WHEREAS**, The Town of Mineral may be awarded as much as \$45,000 to fund the revitalization of the wells; now

**IT IS, THEREFORE, RESOLVED**, by the Council of the Town of Mineral as follows:

The Mineral Town Council directs the Town Manager to apply for, and proceed with, the “Mineral Well Evaluation Grant.”

#### **THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING VOTE:**

Ronald Chapman –  
Michelle Covert –  
David Hempstead –  
Bernice Kube –  
Rebecca McGehee –  
Olivia McCarthy –

*Certified to be a true copy of Resolution 2025-9 which was approved by a \_ \_ \_ vote on April 14, 2025, at which a quorum of Council was present.*

*PASSED this 14<sup>th</sup> day of April 2025.*

---

Ronald Chapman  
Town of Mineral

*ATTEST:*

---

Clerk of Council

DRAFT



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Mineral PER Grant**

**Background:**

This project will look into the viability of our existing wells. The Town will work with a hydrogeologist/well driller. This project scope will use a camera and pressure recordings for the investigations around the existing wells to show what is needed to, if anything for the well.

**Recommended Action:**

Resolution



## **Town of Mineral**

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

### **RESOLUTION OF APPROVAL FOR THE SUBMISSION OF AN APPLICATION FOR THE “MINERAL PER GRANT”**

#### **RESOLUTION NO. 2025-10**

**WHEREAS**, The Town of Mineral supplies water through an external provider; and

**WHEREAS**, The Town of Mineral must provide an internal water source; and

**WHEREAS**, The Town of Mineral wells currently require revitalization; and

**WHEREAS**, The Town of Mineral will need to work with a Hydrogeologist and a Well Driller to determine the wells water source; and

**WHEREAS**, The Town of Mineral will apply for a grant that will provide funds to determine the viability of the wells; and

**WHEREAS**, The Town of Mineral may be awarded as much as \$45,000 to fund the revitalization of the wells; now

**IT IS, THEREFORE, RESOLVED**, by the Council of the Town of Mineral as follows:

The Mineral Town Council directs the Town Manager to apply for, and proceed with, the “Mineral PER Grant.”

#### **THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE FOLLOWING VOTE:**

Ronald Chapman –  
Michelle Covert –  
David Hempstead \_  
Bernice Kube -  
Rebecca McGehee –  
Olivia McCarthy –

*Certified to be a true copy of Resolution 2025-10 which was approved by a \_ - \_ vote  
on April 14, 2025, at which a quorum of Council was present.*

*PASSED this 14<sup>th</sup> day of April 2025.*

---

Ronald Chapman  
Town of Mineral

*ATTEST:*

---

Clerk of Council

DRAFT





# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM:**

**SUBJECT: Roaming Dogs**

**Background:**

At the last Town Council meeting, the topic of roaming dogs was asked to be added to the May agenda.

**Recommended Action:**

Discussion of potential actions for roaming dogs.

**Attachments:**

Louisa County's new ordinance for roaming dogs.

Town of Mineral's code for roaming dogs

**Sec. 14-28. Dogs not to be off owner's premises except when under control; enforcement.**

- (a) It shall be unlawful for any dog in this county to run at large at any time.
- (b) For the purpose of this section, a dog shall be deemed to be "running at large" while roaming or running off the property of its owner or custodian and not under its owner's or custodian's immediate control; provided, that no dog shall be deemed to be running at large in violation of this section if it shall be engaged in lawful hunting or training for hunting under the direction of its owner or custodian and shall thereafter stray from lawful hunting or training for hunting; or if the dog shall be engaged to assist farming activity, which is defined as raising, managing and using agricultural animals to provide food, fiber, or transportation, provided, that such owner or custodian shall place such dog under his immediate control within a reasonable time.
- (c) It shall be unlawful for the owner of a dog to place such dog or allow it to be placed in the custody of any other person not physically capable of maintaining effective control of such dog.
- (d) A violation of this section may result in such dog being taken into possession by the animal control officer and returned to the owner with a written warning.
- (e) A violation of this section shall constitute a Class 4 misdemeanor for the first offense. But where a warning notice is more suitable given the circumstances, a notice of warning may be issued for the first violation.
- (f) A second violation of this section within one (1) year of a conviction of the first violation shall constitute a Class 2 misdemeanor.
- (g) A third or subsequent violation of this section within two (2) years of conviction of the second or subsequent violation shall constitute a Class 1 misdemeanor.

(Res. of 4-6-15(2015-87), Att.(§ 14-208); Res. of 5-2-22(2022-9), Att.; Ord. of 3-20-23(2023-5), Att.)

State law reference(s)—Code of Virginia, § 3.2-6538 and § 3.2-6539.

**§ 130-2. Dogs running at large.**

- A. No dog shall run at large in the Town. Where any dog is found running at large in the Town, the owner or custodian of the dog shall be in violation of this section.
- B. For purposes of this section, a dog shall be deemed "running at large" when off the property or premises of its owner or custodian and not under the control of the owner or its custodian, or his agent, either by leash, cord or chain.
- C. For purposes of this section, "property or premises of its owner or custodian" shall not mean common areas of apartment complexes, townhouse complexes and the like, which areas are held in common ownership for all owners or tenants within the complex.
- D. The Animal Warden may take control of any dog found running at large within the Town limits and hold such dog at the Louisa County Animal Pound in accordance with the regulations for holding of all other such dogs at said pound.
- E. For the first two violations of this section, no civil or criminal penalty shall be imposed. An owner or custodian may retrieve any such dog found running at large from the animal pound by complying with all regulations for the retrieval of animals imposed by the animal pound, by paying all impoundment fees, and by paying any and all other fees imposed by said animal pound.
- F. For any third and subsequent violation of this section, there shall be imposed a civil penalty in the amount of \$25 against said owner or custodian for each such violation, and the owner or custodian shall be required to comply with the provisions of Subsection E hereinabove.
- G. This section shall not apply to any person while engaged in law enforcement or search-and-rescue activity or in a supervised, formal obedience training class or show and during formally sanctioned field trials; provided, however, that it shall be a violation of this section for the owner or custodian of any such dog to place such dog or allow it to be placed in the custody of any other person not physically capable of maintaining effective control of such dog.



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Stephanie Dorman, Clerk**  
**Kelly Singletary, Treasurer**

**SUBJECT: Unpaid Personal Property Tax/ DMV Stops**

### **Background:**

The Town of Mineral previously had a contract with DMV to add stops to accounts that owe past due personal property taxes. The contract is expired and would require a renewal. There is a \$25 application fee and a \$65 fee for each authorized user.

Additionally, DMV will charge \$25 to the locality for each stop that is removed. We would like for that charge to be affixed to the customer's past due bill.

### **Recommended Action:**

Motion to allow Town Manager to enter into an agreement with DMV for the Vehicle Registration Withholding Program.



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Council Member McGehee**

**SUBJECT: Mineral Farmer's Market**

**Background:**

Discussion of procedures for use of Town Parks.

Discussion regarding business licenses.

**Recommended Action:**

Creation of procedure

**Attachments:**

Louisa County Parks and Recs use form.



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Stephanie Dorman, Clerk**

**SUBJECT: Vendor's Market**

### **Background:**

I received the attached proposal via email from Ms. Debbie Moon regarding the idea of a Vendor's Market.

It is my understanding that this subject is backed by Council member Von Arb.

### **Recommended Action:**

Discussion and motion to approve or deny vendor's market.

### **Attachment**

Vendor's Market Proposal

# Louisiana County Parks, Recreation & Tourism Facility Use Contract

Section I, Item 5.

User Type: ☐ Community-Based ☐ LC Pride ☐ Resident ☐ Non-Resident

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Admission/ Registration Fee: ☐ Yes \$ \_\_\_\_\_ ☐ No

Will the event be Publicized? ☐ Yes ☐ No

Vendors: ☐ Yes; Type: \_\_\_\_\_ ☐ No

Music: ☐ Yes ☐ No

If yes, and attendance is over 250, user must complete apply for a Conditional Use Permit with the County.

Bounce House ☐ Yes ☐ No

If yes, user must complete a Building Permit.

Food / Beverage: ☐ Yes (Served to Private Group)

☐ Yes, (Served to the General Public) ☐ No

If served to the public, user must complete a Temporary Food Permit.

Equipment	Fee	QTY	Total Fee
Bose PA System & Mic	\$25.00		
Audio / Visual System	\$50.00		
Tables	\$5.00		
Chairs	\$1.00		

List other: \_\_\_\_\_

Facility / Field	Resident Fee	Non-Resident Fee
BQC Gymnasium (8 Tables/40 Chairs)	\$50 / hour	\$75 / hour
BQC Great Room (8 Tables/40 Chairs)	\$50 / hour	\$75 / hour
BQC Meeting Room (4 Tables/20 Chairs)	\$20 / hour	\$30 / hour
BQC Exercise Studio	\$30 / hour	\$45 / hour
Baseball / Softball / Soccer	\$50 / 3 hours	\$75 / 3 hours
BQC Pavilion	\$40 / 3 hours	\$50 / 3 hours
Buckner-Bumpass Pavilion	\$40 / 3 hours	\$50 / 3 hours
Louisa Town Park Pavilion	\$40 / 3 hours	\$50 / 3 hours
Other:		

\*BQC Gym and Great Room must be rented for a minimum of 3 hours.

\*Rental Times Include Set-up Time and Take Down/Clean-Up Time. Failure to adhere to the scheduled departure time will result in an \$75 fee.  
Please initial to acknowledge the departure fee. \_\_\_\_\_

## User Type

Community-Based: Must be Louisiana County-Based and meet 2 of the following criteria:

1. Youth and/ or Senior Related
2. Free and Open to the public/ recreation
3. 501 © Nonprofit Status

**User Rate: 50% of regular fees**

(Does not include Pavilion Rentals)

LC Pride: Employees whose employment is 100% funded by the Louisiana County Board of Supervisors.

**User Rate: 50% of regular fees**

(Does not include Pavilion Rentals)

## Staff Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**General**

The Facility Use Form must be completed and returned with payment to the Louisa County Parks, Recreation & Tourism Department at least two (2) weeks prior to rental. The applicant must be 21 years of age or older to reserve a facility. The applicant must also remain on-site during the event at all times. All rentals must end by 10:00pm if they are on the weekend, and by 9:00pm during the week, unless waived in writing by Parks & Recreation Director. Pavilion rentals are daylight hours only. Any reservation requiring a County Special Event Permit will require a submitted form 60 days in advance. County facilities may not be used for gambling or any illegal activity. Smoking is prohibited inside of buildings. Alcohol is prohibited at all of the LCPRT facilities. The Parks, Recreation & Tourism department reserves the right to cancel a rental due to weather and field conditions. **All rental fees must be paid with a credit/debit card. Card will be kept on file until after the event.**

**Community-Based Sports Organizations**

The Application deadline for Community-Based users is January 1st. All other users are approved on a first come, first serve basis after January 15th. Community-Based organizations must submit the following information in addition to Facility Use Form:

- \*Schedule of games and practices
- \*League Concussion Policy
- \*Certificate of insurance in the minimum amount of \$300,000 per aggregate naming Louisa County and Louisa County Public Schools as additionally insured with respect to liability involving the administration, practice or play of activities sanctioned and approved by the group or association providing said insurance certificate.

**Recurring Events**

When reserving a facility, please all, a detailed schedule, including all desired dates and initial payment, must accompany this form.

**Equipment**

Additional tables and chairs other than what is listed per location are available to rent for on and off-site rentals.

**Publicity**

All publicity, including event posters, brochures, advertisements must carry name of the individual or group sponsoring the event. Louisa County and Louisa County Parks, Recreation & Tourism may not be identified as an event sponsor.

**Decorations**

Signs, posters, streamers, and similar items may not be attached to the facility walls. Balloons must be weighted or tied down at all times. Open flamed candles, in addition to, confetti, rice, and silly string are prohibited.

**Custodial**

Users are responsible for leaving the facility in the same condition as found. All trash is to be removed from the facility by the end of the activity. This includes removing decorations (without causing any facility damage), rental equipment, walls, tables, signs, etc.

**Failure to remove trash after rental will result in a \$150 facility clean up fee.**

**Cancellation**

To receive a facility / field refund, cancellations must be made at least 48 hours in advance. Rental fee refunds will be posted back to the credit/debit card on file.

**Liability**

Louisa County assumes no responsibility for any property brought onto the premises by the organization, its members, guests, or spectators. The user agrees to hold the County harmless from any and all claims, actions or damages that may arise in connection with the use of the facility/ field. A certificate of liability insurance and a detailed facility use plan may be required.

*The applicant releases and forever discharges Louisa County and Louisa County Public Schools and their Board Members, officers, agents , and employees from any liability arising out of, or in any way connected to, the applicant's pursuant to this Facility Use Contract. I have read the Policies and Guideline included with this Facility Use Form. I agree to abide by them. I accept full responsibility for any damages to the facility / field or to guests which might occur during this rental.*

\_\_\_\_\_

Applicant

\_\_\_\_\_

Date





# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Council Member McGehee**

**SUBJECT: Mineral Planning Commission**

**Background:**

Discussion regarding actions of Chairman at MPC meetings on January 16, 2025 and March 27, 2025.

**Recommended Action:**

Censure of Chairman



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Mineral Planning Commission through Stephanie Dorman, Clerk**

**SUBJECT: Posting of Mineral Planning Commission Vacancy**

**Background:**

Commissioner Ball resigned from the Mineral Planning Commission creating a vacancy.

**Recommended Action:**

Motion to approve Town Staff to advertise the Mineral Planning Commission vacancy.



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Nicole Washington, Town Manager  
Kelly Singletary, Treasurer**

**SUBJECT: FY 2026 Budget and Fee Schedule Review**

**Background:**

**Recommended Action:**

Discussion of FY 2026 Budget and Fee Schedule.

Schedule a budget workshop meeting, if necessary.

**Attachments:**

Proposed FY 26 Budget  
Proposed Fee Schedule

<b>DRAFT BUDGET FY 2026</b>			
	<b>FY 25 Current Budget</b>	<b>FY 25 Current Actual</b>	<b>FY 26 Requested</b>
<b>100 General Fund</b>			
100-011000-0004 NOTARY FEES	\$300.00	\$235.00	\$300.00
100-011000-0005 FOIA REVENUE	\$0.00	\$0.00	\$500.00
100-011010-2023 2023 & PRIOR YEARS REAL ESTATE TAXES	\$0.00	\$1,577.98	\$1,000.00
100-011010-2024 2024 REAL ESTATE TAXES	\$121,700.00	\$122,806.40	\$0.00
100-011010-2025 2025 REAL ESTATE TAX REVENUE	\$0.00	\$0.00	\$125,000.00
100-011020-0001 CURRENT YEARS PUBLIC SERVICE	\$8,000.00	\$6,768.80	\$8,500.00
100-011030-2023 2023 & PRIOR YEARS PERSONAL PROPERTY TAX	\$0.00	\$721.47	\$500.00
100-011030-2024 2024 PERSONAL PROPERTY TAXES	\$21,000.00	\$25,935.72	\$0.00
100-011030-2025 2025 PERSONAL PROPERTY TAX REVENUE	\$0.00	\$0.00	\$25,000.00
100-011060-0001 TAX PENALTY - REAL ESTATE	\$1,000.00	\$1,816.74	\$1,000.00
100-011060-0002 TAX INTEREST - REAL ESTATE	\$0.00	\$1,765.74	\$1,000.00
100-011060-0003 TAX PENALTY - PERSONAL PROPERTY	\$0.00	\$900.44	\$500.00
100-011060-0004 TAX INTEREST - PERSONAL PROPERTY	\$0.00	\$73.36	\$100.00
100-015100-0001 INTEREST EARNED	\$36,000.00	\$0.00	\$20,000.00
100-016099-0003 TRASH REVENUE	\$0.00	\$969.82	\$1,100.00
100-019000-0001 RETURN CHECK FEE	\$0.00	\$0.00	\$100.00
100-120101-0001 LOCAL SALES TAX REVENUE	\$40,000.00	\$30,426.99	\$40,000.00
100-120201-0001 CONSUMER UTILITY TAX REVENUE	\$0.00	\$0.00	\$1,100.00
100-120301-0001 BUSINESS LICENSE REVENUE	\$30,000.00	\$30,640.31	\$30,000.00
100-120501-0001 VEHICLE LICENSE FEES	\$6,000.00	\$7,989.18	\$7,000.00
100-120601-0001 BANK STOCK TAX REVENUE	\$50,000.00	\$0.00	\$50,000.00
100-120701-0001 ROLLING STOCK TAX	\$1,200.00	\$0.00	\$1,200.00
100-121001-0001 TRANSIENT OCCUPANCY TAX REVENUE	\$2,000.00	\$1,335.25	\$2,000.00
100-121101-0001 MEAL TAX REVENUE	\$90,000.00	\$64,758.66	\$90,000.00
100-130306-0001 ZONING PERMITS/FEE	\$2,250.00	\$1,800.00	\$1,500.00
100-150361-0001 DMV SELECT REVENUE	\$500,000.00	\$362,220.86	\$500,000.00
100-189000-0900 MISCELLANEOUS REVENUE	\$1,000.00	\$6,575.02	\$1,000.00
100-189000-0910 RENTAL REVENUE	\$0.00	\$1,100.00	\$1,300.00
100-220111-0001 COMMUNICATION TAX REVENUE	\$0.00	\$0.00	\$1,200.00
100-220112-0001 CAR RENTAL DISTRIBUTION REVENUE	\$0.00	\$0.00	\$6,000.00
100-240407-0001 LITTER GRANT	\$1,000.00	\$3,838.00	\$2,000.00
100-240412-0001 VIRGINIA FIRE PROGRAM REVENUE	\$15,000.00	\$15,000.00	\$15,000.00
100-500200-0001 MISCELLANEOUS RESERVE REVENUE	\$50,000.00	\$0.00	\$0.00
<b>Revenues - General Fund</b>	<b>\$976,450.00</b>	<b>\$689,255.74</b>	<b>\$933,900.00</b>
<b>Expenses - General Fund</b>			
<b>012110- Council/Town Manager's Expenses</b>			
100-012110-1101 WAGES AND SALARIES	\$90,000.00	\$60,459.70	\$95,000.00
100-012110-2100 FICA	\$6,885.00	\$24,085.99	\$7,668.00
100-012110-2210 VRS	\$1,512.00	\$19,236.12	\$1,663.00
100-012110-2300 HEALTH PLAN	\$14,131.00	\$12,361.95	\$13,510.00
100-012110-2400 GROUP LIFE	\$1,206.00	\$1,166.38	\$1,300.00

100-012110-2500 DISABILITY INSURANCE	\$765.00	\$757.98	\$808.00
100-012110-3120 PROFESSIONAL SERVICES	\$24,000.00	\$27,782.33	\$40,000.00
100-012110-3160 COUNCIL COMPENSATION	\$7,200.00	\$4,300.00	\$7,200.00
100-012110-3600 ADVERTISING/NOTICES	\$3,500.00	\$3,722.21	\$3,500.00
100-012110-5300 TOWN INSURANCE (GF)	\$15,000.00	\$11,667.00	\$15,000.00
100-012110-5545 CONFERENCE EXPENSES/TRAINING	\$4,000.00	\$15.00	\$4,000.00
100-012110-5810 MEMBERSHIP DUES	\$3,500.00	\$1,850.00	\$2,500.00
100-012110-5840 MISCELLANEOUS EXPENSE	\$250.00	\$1,338.36	\$250.00
100-012110-6001 COUNCIL & PC PRINTING & SUPPLIES	\$0.00	\$32.00	\$1,500.00
<b>012110 - Council/Town Manager's Expenses</b>	<b>\$171,949.00</b>	<b>\$168,775.02</b>	<b>\$193,899.00</b>
<b>012410 Clerk/Treasurer Expenses</b>			
100-012410-1101 WAGES AND SALARIES	\$105,040.00	\$67,000.52	\$113,946.00
100-012410-1200 WAGES AND SALARIES PT	\$15,000.00	\$0.00	\$0.00
100-012410-2100 FICA	\$9,184.00	\$5,125.44	\$8,717.00
100-012410-2210 VRS	\$1,765.00	\$3,934.84	\$1,915.00
100-012410-2300 HEALTH PLAN	\$28,262.00	\$0.00	\$21,620.00
100-012410-2400 GROUP LIFE	\$1,408.00	\$0.00	\$1,527.00
100-012410-2500 DISABILITY INSURANCE	\$893.00	\$0.00	\$969.00
100-012410-3120 PROFESSIONAL SERVICES - AUDIT	\$20,000.00	\$3,922.00	\$15,000.00
100-012410-3121 PROFESSIONAL SERVICES - CPA	\$0.00	\$0.00	\$8,000.00
100-012410-3122 POLICE AND LEGAL MATTERS	\$5,000.00	\$480.00	\$1,000.00
100-012410-3152 WEB BASED SERVICES AND SOFTWARE	\$50,000.00	\$12,185.09	\$20,000.00
100-012410-3310 OFFICE EQUIPMENT & COMPUTER HARDWARE	\$0.00	\$229.41	\$0.00
100-012410-3320 COMPUTER LICENSES/SUPPORT	\$18,000.00	\$9,102.28	\$15,000.00
100-012410-3500 COPIER EXPENSE & LEASE	\$0.00	\$7,342.51	\$5,000.00
100-012410-3600 LATE FEES/PENALTIES	\$100.00	\$0.00	\$100.00
100-012410-3601 BANK FEES	\$0.00	\$0.00	\$400.00
100-012410-5210 POSTAGE	\$2,200.00	\$2,762.66	\$1,000.00
100-012410-5230 TELECOMMUNICATIONS	\$7,000.00	\$6,154.03	\$7,000.00
100-012410-5240 INTERNET EXPENSE	\$0.00	\$0.00	\$24,000.00
100-012410-5540 EDUCATION/TRAINING	\$0.00	\$0.00	\$1,000.00
100-012410-5800 REFUNDS/TAX CURRENT PAYMENTS	\$500.00	\$0.00	\$0.00
100-012410-5810 MEMBERSHIP DUES	\$0.00	\$45.00	\$200.00
100-012410-5841 SPECIAL EVENTS	\$0.00	\$0.00	\$12,000.00
100-012410-6001 OFFICE SUPPLIES	\$20,000.00	\$10,971.26	\$10,000.00
100-012410-6002 OUTSIDE PRINTING - TAX BILLS	\$0.00	\$0.00	\$2,000.00
100-012410-9003 UNIFORMS	\$1,000.00	\$0.00	\$1,000.00
<b>012410 Clerk/Treasurer Expenses</b>	<b>\$285,352.00</b>	<b>\$129,255.04</b>	<b>\$271,394.00</b>
<b>031100 DMV Expenses</b>			
100-031100-1101 WAGES AND SALARIES	\$208,827.00	\$98,781.27	\$147,414.00
100-031100-1200 WAGES AND SALARIES PT	\$27,250.00	\$18,833.28	\$30,529.00
100-031100-2100 FICA EXPENSE	\$18,060.00	\$8,901.24	\$13,613.00
100-031100-2210 VRS EXPENSE	\$4,019.00	\$1,382.60	\$3,324.00
100-031100-2300 HEALTH PLAN	\$70,657.00	\$5,114.00	\$48,993.00
100-031100-2400 GROUP LIFE	\$3,205.00	\$0.00	\$2,731.00
100-031100-2500 DISABILITY INSURANCE	\$2,033.00	\$0.00	\$1,732.00
100-031100-3500 COPIER EXPENSE	\$0.00	\$2,318.50	\$2,000.00

100-031100-6001 OFFICE SUPPLIES	\$0.00	\$233.72	\$300.00
100-031100-6009 EQUIPMENT/SUPPLIES	\$0.00	\$32.78	\$600.00
<b>031100 DMV Expenses</b>	<b>\$334,051.00</b>	<b>\$135,597.39</b>	<b>\$251,236.00</b>
<b>032100 PASS THRU - STATE FUNDS</b>			
100-032100-5641 FIRE PROGRAM FUNDS	\$15,000.00	\$30,000.00	\$15,000.00
<b>032100 PASS THRU - STATE FUNDS</b>	<b>\$15,000.00</b>	<b>\$30,000.00</b>	<b>\$15,000.00</b>
<b>043100 Public Works/Town Garage Expenses</b>			
100-043100-1102 CONTRACTED SERVICES	\$3,600.00	\$1,920.00	\$0.00
100-043100-1200 WAGES AND SALARIES PT	\$51,470.00	\$32,511.68	\$53,014.00
100-043100-2100 FICA	\$3,937.00	\$2,487.09	\$4,056.00
100-043100-2210 VRS	\$0.00	\$292.06	\$400.00
100-043100-2300 HEALTH PLAN	\$0.00	\$0.00	\$13,510.00
100-043100-2400 GROUP PLAN	\$0.00	\$0.00	\$600.00
100-043100-2500 DISABILITY INSURANCE	\$0.00	\$0.00	\$300.00
100-043100-3311 VEHICLE MAINTENANCE	\$2,000.00	\$2,235.74	\$1,000.00
100-043100-5110 ELECTRICITY	\$12,000.00	\$8,150.53	\$15,000.00
100-043100-6007 REPAIRS/MAINTENANCE	\$10,000.00	\$1,412.58	\$5,000.00
100-043100-6009 EQUIPMENT/SUPPLIES	\$0.00	\$230.03	\$2,000.00
100-043100-6011 SAFETY EQUIPMENT	\$0.00	\$0.00	\$500.00
100-043100-7110 PARKING LOT/STREET/SIDEWALK MAINTENANCE	\$0.00	\$117.78	\$500.00
100-043100-7130 REFUSE COLLECTION/LANDFILL	\$10,500.00	\$10,034.02	\$10,500.00
<b>043100 Public Works/Town Garage Expenses</b>	<b>\$93,507.00</b>	<b>\$59,391.51</b>	<b>\$106,380.00</b>
<b>045100 Town Hall Expenses</b>			
100-045100-0002 DEBT SERVICE - USDA BUILDING LOAN	\$15,891.00	\$11,728.00	\$15,891.00
100-045100-1102 CONTRACTED SERVICES (CLEANING)	\$0.00	\$0.00	\$3,600.00
100-045100-5110 ELECTRICITY	\$8,000.00	\$2,631.20	\$8,000.00
100-045100-5120 UTILITIES - HEAT	\$1,500.00	\$3,889.44	\$4,000.00
100-045100-6005 JANITORIAL SUPPLIES	\$0.00	\$0.00	\$3,000.00
100-045100-6007 REPAIR/MAINTENANCE	\$0.00	\$1,066.51	\$1,000.00
100-045100-9001 ASSET MANAGEMENT	\$90,000.00	\$92,952.33	\$10,000.00
<b>045100 Town Hall Expenses</b>	<b>\$115,391.00</b>	<b>\$135,066.97</b>	<b>\$45,491.00</b>
<b>047100 Refuse Collection Expenses</b>			
100-047100-3310 STREET SWEEPING	\$0.00	\$0.00	\$1,000.00
100-047100-3322 DUMPSTER (COMMERCIAL)/TRASH PICKUP	\$32,000.00	\$31,820.47	\$40,000.00
100-047100-5714 VA LITTER CONTROL GRANT	\$0.00	\$0.00	\$2,000.00
<b>047100 Refuse Collection Expenses</b>	<b>\$32,000.00</b>	<b>\$31,820.47</b>	<b>\$43,000.00</b>
<b>050100 Town Parks &amp; Fields Expenses</b>			
100-050100-1102 CONTRACTED SERVICES	\$0.00	\$0.00	\$1,000.00
100-050100-3310 MAINTENANCE - LANDSCAPE	\$1,200.00	\$1,816.64	\$2,500.00
100-050100-8102 FURNITURE/EQUIPMENT/SIGNS	\$0.00	\$0.00	\$1,000.00
<b>050100 Town Parks &amp; Fields Expenses</b>	<b>\$1,200.00</b>	<b>\$1,816.64</b>	<b>\$4,500.00</b>
<b>051100 Beautification Expenses</b>			
100-051100-5110 ELECTRICITY - STREET LIGHTS	\$0.00	\$2,826.71	\$0.00
100-051100-5840 MISCELLANEOUS EXPENSE	\$3,000.00	\$5,129.00	\$3,000.00
<b>051100 Beautification Expenses</b>	<b>\$3,000.00</b>	<b>\$7,955.71</b>	<b>\$3,000.00</b>
<b>Total Expense - General Fund</b>	<b>\$1,051,450.00</b>	<b>\$699,678.75</b>	<b>\$933,900.00</b>

<b>200 Cemetery Fund</b>			
<b>Revenues - Cemetery</b>			
200-020000-0001 CEMETERY PLOT REVENUE	\$40,000.00	\$0.00	\$20,000.00
200-020000-0002 HEADSTONE/NAME PLATE REVENUE	\$0.00	\$0.00	\$2,000.00
200-020000-0003 SITE/HEADSTONE MARKING REVENUE	\$0.00	\$0.00	\$2,000.00
200-020000-0004 CEMETERY INTEREST REVENUE-LGIP OPERATING	\$0.00	\$0.00	\$9,000.00
200-020000-0005 CEMETERY INTEREST REVENUE-LGIP PERPETUAL	\$0.00	\$0.00	\$9,700.00
<b>Total Revenues - Cemetery Fund</b>	<b>\$40,000.00</b>	<b>\$0.00</b>	<b>\$42,700.00</b>
<b>Expenses Cemetery Fund</b>			
200-011000-2100 FICA	\$0.00	\$26.39	\$0.00
200-021000-1200 WAGES AND SALARIES PT	\$15,000.00	\$4,702.17	\$15,000.00
200-021000-2100 FICA	\$1,148.00	\$333.29	\$1,148.00
200-021000-3311 VEHICLE MAINTENANCE/GAS	\$1,000.00	\$0.00	\$1,000.00
200-021000-3312 EQUIPMENT REPAIR	\$5,000.00	\$0.00	\$5,000.00
200-021000-5840 MISCELLANEOUS EXPENSE	\$9,000.00	\$0.00	\$6,000.00
200-021000-6009 EQUIPMENT/SUPPLIES	\$5,000.00	\$0.00	\$11,552.00
200-021000-6385 PLOT REPURCHASE	\$1,000.00	\$0.00	\$3,000.00
<b>02100 Total Cemetery Fund Expenses</b>	<b>\$40,000.00</b>	<b>\$5,061.85</b>	<b>\$42,700.00</b>
<b>Water and Sewer Fund</b>			
<b>Revenues - Water &amp; Sewer</b>			
500-016099-0002 SEWER REVENUE	\$109,890.00	\$106,776.64	\$110,000.00
500-016099-0003 WATER REVENUE	\$239,836.00	\$176,247.62	\$240,000.00
500-016099-0004 PROCESSING FEE	\$0.00	\$1,400.00	\$1,400.00
500-016099-0005 WATER RECONNECT FEE	\$0.00	\$0.00	\$200.00
500-016099-0006 CONNECTION FEE - WATER	\$40,000.00	\$40,680.00	\$30,000.00
500-016099-0007 CONNECTION FEE - SEWER	\$65,000.00	\$32,160.00	\$48,750.00
500-016099-0010 PENALTY FEE W/S	\$0.00	\$2,140.00	\$2,000.00
500-016099-0012 WATER AND SEWER DEPOSITS	\$3,000.00	\$0.00	\$3,000.00
<b>Total Revenues - Water &amp; Sewer Fund</b>	<b>\$457,726.00</b>	<b>\$359,404.26</b>	<b>\$435,350.00</b>
<b>Expenses - Water &amp; Sewer</b>			
500-500100-0002 DEBT SERVICE - USDA WATER LOAN	\$54,108.00	\$31,563.00	\$54,108.00
500-500100-1102 CONTRACTED SERVICES	\$158,406.00	\$138,909.60	\$90,000.00
500-500100-1200 WAGES AND SALARIES PT	\$12,698.00	\$8,628.75	\$12,698.00
500-500100-2100 FICA	\$971.00	\$660.03	\$971.00
500-500100-2920 DEPOSIT REFUNDS	\$3,000.00	\$0.00	\$0.00
500-500100-2921 WATER AND SEWER DEPOSIT REFUNDS	\$0.00	\$0.00	\$3,000.00
500-500100-3140 ENGINEERING/PROFESSIONAL SERVICES	\$0.00	\$0.00	\$30,000.00
500-500100-5110 ELECTRICITY	\$5,000.00	\$5,327.10	\$5,000.00
500-500100-5210 MAILING COSTS	\$0.00	\$0.00	\$2,000.00
500-500100-5540 EDUCATION/TRAINING/LICENSES	\$0.00	\$80.00	\$1,000.00
500-500100-5810 FEES AND DUES - LCWA CONNECTION FEES	\$20,000.00	\$0.00	\$12,600.00
500-500100-5899 MISS UTILITY COSTS	\$0.00	\$218.50	\$300.00
500-500100-6007 REPAIRS/MAINTENANCE	\$0.00	\$7,628.89	\$1,000.00

500-500100-6009 EQUIPMENT/SUPPLIES	\$0.00	\$5,472.58	\$4,000.00
500-500100-6022 WATER TESTING	\$13,000.00	\$826.63	\$6,000.00
500-500100-6023 COUNTY WASTEWATER TREATMENT	\$100,059.00	\$100,074.77	\$110,000.00
500-500100-6024 COUNTY WATER PURCHASED	\$90,484.00	\$168,194.27	\$97,173.00
500-500100-6030 PLANT LAB SUPPLIES/CHEMICALS	\$0.00	\$0.00	\$1,000.00
500-500100-6050 METER PURCHASES	\$0.00	\$0.00	\$4,500.00
<b>Total Expenses - Water &amp; Sewer</b>	<b>\$457,726.00</b>	<b>\$467,584.12</b>	<b>\$435,350.00</b>
<b>600 Capital Improvement (CIP) Fund</b>			
<b>Revenues - CIP</b>			
600-015000-0010 USDA GRANTS	\$0.00	\$0.00	\$45,000.00
600-015000-0020 CIP WATER FUND	\$0.00	\$0.00	\$25,000.00
<b>Revenues - CIP</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$70,000.00</b>
<b>Expenses - CIP</b>			
600-410501-0100 TRANSFER TO/FROM GENERAL FUND FROM CIP	\$0.00	#####	\$0.00
600-600100-8100 EMERGENCY W/S REPAIRS	\$100,000.00	\$104,558.26	\$0.00
600-600100-8600 GENERAL EXPENSES - WATER	\$0.00	\$0.00	\$70,000.00
<b>Total Expenses - CIP</b>	<b>\$100,000.00</b>	<b>\$104,558.26</b>	<b>\$70,000.00</b>
<b>Grand Total Budget Revenues</b>	<b>#####</b>	<b>#####</b>	<b>#####</b>
<b>Grand Total Budget Expenses</b>	<b>#####</b>	<b>#####</b>	<b>#####</b>












Water & Sewer Services:	In Town Rates	Out of Town Rates
<b>Water:</b>		
Residential and Commercial Water Deposit	\$ 79.50	\$ 90.00
Water under 1,500 gallons - flat rate	\$ 25.80	n/a
Water- First 3,000 gallons	\$ 38.70	\$ 45.15
Water - Over 3,000 gallons	\$ 11.61/1,000 gallons	\$ 12.90/1,000 gallons
Bulk Water Purchase per 1,000 gallons	\$ 16.00	\$ 16.00
<b>Sewer:</b>		
Residential and Commercial Sewer Deposit	\$ 106.20	n/a
Sewer under 1,500 gallons - flat rate	\$ 38.70	n/a
Sewer- First 3,000 gallons	\$ 51.60	n/a
Sewer - Over 3,000 gallons	\$ 15.48/1,000 gallons	n/a
<b>Connection Rates for Water (plus installation cost)</b>		
Residential Water Connection Fee - Per Single Family Unit -5/8" Plus	\$ 6,780.00	\$ 7,280.00
Commercial/ Large Water Connection Fee - 1" Plus	\$ 16,840.00	n/a
Commercial/ Large Water Connection Fee - 1.5" Plus	\$ 28,400.00	n/a
Commercial/ Large Water Connection Fee - 2" Plus	\$ 43,265.00	n/a
Commercial/ Large Water Connection Fee - 3" Plus	\$ 73,600.00	n/a
Commercial/ Large Water Connection Fee - 4" Plus	\$ 117,465.00	n/a
Commercial/ Large Water Connection Fee - 6" Plus	\$ 234,335.00	n/a
<b>Connection Rates for Sewer (plus installation cost)</b>		
Residential Sewer Connection Fee - Per Single Family Unit -5/8" Plus	\$ 10,720.00	n/a
Commercial/ Large Sewer Connection Fee - 1.5" Plus	\$ 23,865.00	n/a
Commercial/ Large Sewer Connection Fee - 2" Plus	\$ 86,200.00	n/a
Commercial/ Large Sewer Connection Fee - 4" Plus	\$ 211,000.00	n/a
Commercial/ Large Sewer Connection Fee - 6" Plus	\$ 430,000.00	n/a
<b>Water and Sewer Administrative Costs</b>		
Application Processing Fee	\$ 25.00	\$ 25.00
Cut Off/ Back On	\$ 50.00	\$ 50.00
Initial On/ Off	\$ 25.00	\$ 25.00
Return Check Fee	\$ 25.00	\$ 25.00
Monthly Water / Sewer Bill Late Payment Penalty	\$ 5.00	\$ 5.00
<b>Tax Services</b>		
<b>Rates</b>		
Real Estate	\$ .20/\$100	
	10% penalty plus interest of	
	10% per annum calculated	
	monthly	
Real Estate Late Payment Penalty	\$ .48/\$100	
Personal Property	10% penalty will be charged on	
	the tax payer's share if not paid	
	by due date . Interest will be	
	charged monthly at the rate	
	of 10% per year after	
Personal Property Late Payment Penalty		
Meals Tax	6%	
Meals Tax Late Payment Penalty	10% of taxes due	
Transient Occupancy	5%	
Transient Occupancy Payment Penalty	10% of taxes due	
	\$ .14/\$100 Gross	
	Receipts or \$25, whichever is	
	more	
Business License	10% of taxes due	
Business License Payment Penalty		
<b>Zoning Services</b>		
<b>Rates</b>		
Rezoning	\$ 250.00	
Variance	\$ 250.00	
Special Use Permit	\$ 250.00	
Zoning Permit - New	\$ 150.00	
Zoning Permit - Existing	\$ 100.00	
Subdivision - Plat Review	\$ 750.00	
Boundary Line Adjustment - Plat Review	\$ 500.00	
Change of Use	\$ 250.00	
<b>Trash Services</b>		
<b>Rates</b>		
Out of Town Trash Pickup	\$ 310/year	
<b>Administrative Fees</b>		
<b>Rates</b>		
Return Check Fee	\$ 25.00	
FOIA	Administrative Costs Vary	
DMV Stop Removal Fee	\$ 25.00	
Copies	\$ .50/Page	
Code Book	\$ 50.00	
Notary	\$ 5/ per item	
<b>Spring Grove Fees</b>		
<b>Town Resident rates Non-Resident rates</b>		
Plots		
Burial Plot	\$ 800.00	\$ 1,200.00
Burial Plot - Veteran	\$ 400.00	\$ 600.00
Columbarium		
Niches	\$ 800.00	\$ 1,200.00
Niches - Veteran	\$ 400.00	\$ 600.00
<b>Administrative Fees</b>		
Headstone Marking	\$ 100.00	\$ 100.00
Gravesite Marking	\$ 100.00	\$ 100.00
Niche Marking	\$ 100.00	\$ 100.00
Buy Back - Non-Refundable Perpetual Care Fee	25%	25%
Buy Back Processing Fee	\$ 25.00	\$ 25.00

Denotes New Fee

Denotes Revision of Fee



## FY 2026 TENTATIVE BUDGET CALENDAR

The Calendar for development of the FY 2026 budget is provided below. The Fiscal year begins July 1, 2026 and ends June 30, 2025.

<b>March 11, 2025</b>	Budget Kickoff for departmental staff. This includes policy, line item direction, and fiscal parameters for developing requests.
<b>March 21, 2025</b>	Departments submit budgets to Management for review.
<b>April 1, 2025</b>	Town Manager develops budget recommendations.
<b>April 14, 2025</b>	Town Manager FY proposed budget is submitted to Council.
<b>April 15, 2025 – May 9, 2025</b>	Town Council holds a budget work session with Town staff.
<b>May 12, 2025</b>	Council holds a public hearing on the proposed FY26 budget.
<b>May 19, 2025</b>	Town Council adopts FY26 budget resolution, appropriations, and fees.
<b>July 1, 2025</b>	FY26 begins.



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

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**TO: Mineral Town Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Manager's Report**

**Background:**

Enclosed is the monthly Town Manager's Report.

**Recommended Action:**

Resolution for the first grant project.  
Resolution for the second grant project.

**Attachments:**

Manager's Report





# Town Council

## REPORT SUMMARY

Meeting Date: April 14, 2025

Section J, Item 1.

**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Manager Report**

### Finance

- 1- FY22 Audit – The auditor is hoping to have the FY22 audit by end of April 2025

### Park Update

1. Luck Field bathrooms – Draft Policy/Procedure
2. 74 Louisa Ave (Ole School Property) – The Town closed on this property on March 31, 2025.
  - a. Reno Cutright and the Maintenance staff assisted Mr. Morgan with the clean up at the property. Reno volunteered a lot of time in helping clean and get rid of the items that were trash/destroyed. I did have complaints from citizens regarding the trash around the property and the process. I also had a Louisa County resident make a few comments: They ask where volunteers were to assist with the clean-up, everyone complains, but no one will show up.

As the Manager I take all complaints seriously and plan to do more community involvement and hope that we can get the town back on track to be a part of community environment.

3. Community clean up event around the parks happened April 12, 2025 from 2pm - 5pm.
4. Whitlock Family Park signs will be installed the week of April 21, 2025
5. Lights for the park – working to another quote

### Water

- 1- The town received a letter from VDH regarding our permits related to LCWA and the Town's own source water. The letter has found that the Town is not permitted to purchase water from LCWA for 100% consumption, that LCWA is there for supplemental water use. The letter stated that the Town shall not extend new water lines or new connections, unless already approved, until the source water is established. There is an established timeline to address source water concerns, it will take about 2 years. The Town is expecting that a cleaning of one well will address some source water issue, if so it should shorten the timeline. The Town will look into drilling another well, but this will depend on what the hydrogeologist tells us.
- 2- Submitting grants to help with source water in the Town (our wells) and hoping to revitalize well in hopes that they will produce more water. Each grant is \$45,000.00, a total of \$90,000.00. I need a motion to move forward with the grant process. The following items explain the grants:



# Town Council

## REPORT SUMMARY

Meeting Date: April 14, 2025

Section J, Item 1.

**First Grant Project:** This project will look into the viability of our existing wells. The Town will work with a hydrogeologist/well driller. This project scope will use a camera and pressure recordings for the investigations around the existing wells to show what is needed to, if anything for the well.

**Second Grant Project:** This project will look into the viability of our existing wells. The Town will work with a hydrogeologist/well driller. This project scope will use a camera and pressure recordings for the investigations around the existing wells to show what is needed to, if anything for the well.

### MuniCode

- 1- Contract was signed on the Town's side and we are currently awaiting a countersigned agreement. We should receive this in the upcoming weeks.
- 2- We have been connected to the home office team, who will initiate our project. MuniCode has advised us that the codification teams are experiencing high work volume and asks for our patience.

### Audio/ Video quotes

- 1- American AV (\$5,804.04)
  - a. quote attached
- 2- Avia LLC (\$11,101.48)
  - a. quote attached
  - b. itemized breakdown attached.



# Town of Mineral

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

Section J, Item 1.

## Love Park and Luck Field Bathrooms

The town has let the Little League use the part for their baseball games, championships, etc. The Town has installed a sewer line to the bathrooms at the park and cleaned up after the little league games. The Town parks are a way to bring the community together and enjoy what the Town has to offer. With that, I think the below responsibilities are where we should be for the bathrooms. We will need to add the additional cost to our cleaning day (Wednesday) that we have with our current company, I will get a quote from them.

### Town responsibility Draft:

1. The Town staff will unlock the bathrooms around 9am - lock the bathrooms at dusk (summer 7pm and winter 4:30pm)
2. The LL will unlock them during games and practice if they are locked and lock them back when they are done, unless it is during the times the Town is to have them open.
3. If the LL is using the bathrooms during the times the Town has them open, they shall inspect them during their use for trash to help with the impact on the Town staff
4. The Town shall install dryers and toilet paper (ask that the LL have toilet paper and cleaning solution on hand in case it used up during games)
5. In the evening the bathrooms will be inspected for trash and cleaned if needed during inspection in the evening. (trash removal should not be a lot if dryers are installed)
6. During LL games and practice the LL will inspect the bathrooms and (clean if needed - someone had an accident, etc, and pick-up trash when you are done and lock them back. (inspect them when leaving the field if they have been unlocked by LL)

## ESTIMATE

AMERICAN AV LLC

10 Cool Well Ct

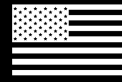
Fredericksburg, VA 22406

amas@americanavpro.com

+1 (540) 446-9439

www.Americanavpro.com

Section J, Item 1.



# American AV LLC

### Bill to

Town Of Mineral

312 Mineral ave

Mineral

VA

23117

### Ship to

Town Of Mineral

312 Mineral ave

Mineral

VA

23117

### Estimate details

Estimate no.: 1443

Estimate date: 03/24/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Microphone</b>	Table top microphone	9	\$379.00	\$3,411.00
2.		<b>TV</b>	50" Samsung smart TV	2	\$650.00	\$1,300.00
3.		<b>Labor</b>	2 tv mounting and configuration , microphone setup	1	\$890.00	\$890.00
					Subtotal	\$5,601.00
					Sales tax	\$203.05
					<b>Total</b>	<b>\$5,804.05</b>

Accepted date

Accepted by

# CONFERENCE ROOM

Town of Mineral

312 Mineral Ave  
Mineral, VA 23117  
540-380-0021

PLANNING DESIGN INSTALLATION SUPPORT

PRESENTED BY:



AUDIO VIDEO INTEGRATION AUTOMATION  
531 Acorn Drive, Harrisonburg VA 22802

PHONE: (540) 867-0303  
EMAIL: sales@go-avia.com  
WEB: www.go-avia.com

AVIA ~2911

MODIFIED: 4/6/2025  
REVISION: 0

# SCOPE OF WORK

Install 9 new table top gooseneck microphones with mixer. 1 Mic will be located on podium and wire will be concealed to podium in floor raceway.

Electronics rack located on right side under desk with current electronics.

Shure USB audio interface will allow audio connection to mac, Ipad, windows PC.

Existing display will be replaced with new 65" 4k UHD display utilizing existing mount.

Additional display installed on articulating arm wall mount across from existing TV. Power will be installed from outlet below TV.

Both displays will be controlled by Google TV casting box and allow wireless connection to both TV's.

Customer will have to provide wifi name and password for Google TV connections

2 speakers will be installed in ceiling in rear of room over top of audience chairs. These speakers will output microphone audio ONLY.

Given the current chip shortages and other supply disruptions, obtaining equipment has become increasingly challenging, with some items experiencing significant backorders. In light of this situation, substitutions may be necessary depending on the items and installation timeline. AVIA will make every effort to source comparable products in terms of performance and price, although this may not always be feasible.

Clients will be promptly notified of any potential changes and associated cost differences before proceeding with ordering. Accepted jobs will be scheduled once tracking information has been received for all items.

Market pricing fluctuations are highly unpredictable and can vary significantly from week to week. Therefore, this proposal is valid for a period of 15 days to account for potential changes in pricing.

A 4% processing fee will be added to all credit card transactions.

## Customer Supplied Equipment & Warranty:

AVIA does not assume responsibility for the quality or performance of customer-supplied equipment or cabling. It's important to note that the AVIA 1-year installation warranty does not extend to this equipment or its impact on the overall system. Any issues arising from customer-supplied equipment will not be covered under our installation warranty.

## Outside Interference/ AC Issues:

Any troubleshooting/ repair/ additional work deemed necessary to eliminate interference caused by existing/customer provided electrical or provided components is not included in this scope of work. This includes, but is not limited to static/waves/buzzing or hums caused by old, bad or improperly grounded wiring, switches, florescent lighting or breaker boxes. This also includes RF interference from equipment not provided by AVIA, LLC.

Due to extended run time and warranty, it is recommended to use a Commercial Grade display when installing in a "Commercial Environment". AVIA will install a residential display in a commercial environment, however, should there be an issue with the display after AVIA's 30 day electronic warranty period, any labor or hardware costs incurred will be the responsibility of the customer and will be dependent upon the manufacturers

warranty.

Section J, Item 1.

AVIA does not assume the manufacturers warranty under any circumstance after 30 days.

This proposal is NOT coded as Tax Exempt- a Sales Tax Exemption Certificate Form ST-13A must be provided prior to billing. Please send this certificate to sales@go-avia.com upon acceptance of this proposal.

Thank you for the opportunity to work with you on this!

1 AVIA Installation

Mounting Hardware, labels, network terminations, fiber terminations, audio/video/network interconnects, etc

Conference Room: Displays



1 Arlington

Arlington™ Reversible Low-Voltage Entrance Plate



2 Google

Chromecast with Google TV (4K)



2 Hisense

4K UHD Mini-LED LCD TV



1 Strong

Contractor Series Universal Articulating Dual Arm Mount - 37-70 Inch Displays



1 WattBox

PowerLink2 with Duplex Wall Plates and 3 Feet Power Cord - Kit (White)

\* Price Includes Accessories

Conference Room


Project No : AVIA -2911

Rev. 0


4/6/2025




Conference Room: Microphone System

- 


3

**Binary**  
xlr m to f
- 


1

**Binary**  
Binary™ 3P XLR Female to Male Cable with Gold Plated Contacts
- 


1

**Bogen**
- 


6

**Cable Up**  
, we've created this exclusive bundle that includes six Cable Up® MIC-25 XLR cables, because we know the show must go on.
- 

9

**Galaxy Audio**  
Goosneck Mic, table top, Telescoping neck 18" 25"
- 


1

**Rolls**  
4 zone mixer/ducker mic/line/page
- 


1

**Txbizzzer**  
Cable Protector — 3 Cord Channels, Fastening Wire Organizer — Protect Wires & Prevent Cable Trips, Cable Management Solution ,Easy to Install - Black

Conference Room: Speakers

- 

2

**Episode**  
Commercial Series In-Ceiling 25/70-Volt Speaker and Tile Bridge
- 

1

**Yamaha**  
Yamaha Pro Power Amplifier

\* Price Includes Accessories

Conference Room: Electronics Rack



- 1 **AVIA Source**  
1U Rack Mount 19 Outlet PDU Power Distribution Unit Power Strip Circuit Breaker  
fits 19-inch AV/Network/Server Cabinet/Closet/Enclosure



- 1 **AVIA Source**  
6U Studio Rack with 6-Space, Baltic Birch Plywood with Polyurea Coating



- 1 **Shure**  
The Shure MVi is the digital recording studio that fits in your pocket. Simply plug into the XLR or 1/4" inputs to record vocals or instruments, then make adjustments on the fly with the intuitive touch panel.

**Project Subtotal:** **\$7,983.01**

\* Price Includes Accessories

Conference Room

Project No : AVIA -2911

Rev. 0 4/6/2025

# PROJECT SUMMARY

Equipment:	\$7,983.01
Labor & Coordination:	\$3,118.47
Sales Tax:	\$423.10

**Grand Total:** **\$11,524.58**

**Client:** **Stephanie Dorman**

**Date**

**Contractor:** **AVIA LLC**

**Date**

## Conference Room

Project No : AVIA -2911

Rev. 0 4/6/2025

# CONTRACT

## Conference Room

### Town of Mineral

312 Mineral Ave  
Mineral, VA 23117  
540-380-0021

Revision: 0  
Modified: 4/6/2025

Presented By:

### AVIA LLC

531 Acorn Drive  
Harrisonburg, VA 22802 USA  
(540) 867-0303  
<http://www.go-avia.com/>



- A.** The general project description is contained in the attached document and related documents from herein referred to as the "Proposal".
- B.** The specific work to be performed by Contractor is the installation of the specified system as outlined in the Proposal.
- C.** The total amount to be paid by the owner for the performance (subject to additions and deductions by written change order) shall not exceed the total specified in the Proposal.
- D.** Progress payments will be made according to the payment schedule below. Equipment will not be ordered until the equipment deposit has been submitted. These times are subject to the timing of the construction and the lead times required for the ordered equipment to be delivered.
- E.** Payment is due immediately after invoicing. Unpaid balance beyond 10 days after invoicing of completed tasks as outlined in item D shall bear interest payable to Contractor at a rate of 1.5% per month simple interest.
- F.** This Proposal expires 30 days following the date stated on the top of this agreement. No work will be scheduled without a deposit plus a signed copy of this agreement. All drawings and specifications contingent on agreement and retainer.
- G.** If job is of a retro-fit/remodel nature on an existing structure, and scope of work exceeds time estimated to complete because of unforeseen circumstances, owner agrees that he/she will be back-charged at a rate of \$125 per man, per hour for all extra labor involved in completing the job.
- H.** All drawings and documentation are contingent on retainer. Since preparing a proposal requires system design & engineering by a professional Systems Integrator, only one version of the proposal will be prepared without a retainer. If a second version is required or if project is for design & documentation only, a minimum \$400 Design Retainer will be collected. This Design Retainer will cover up to three additional designs and proposals. The retainer covers design and engineering time and is non-refundable.
- I.** Contractor reserves the right to replace proposed models in the case of obsolescence, discontinuation or unavailability with a comparable model of equal or greater value upon customer approval. Contractor will not be held responsible or liable in any way for any said product's obsolescence, discontinuation or unavailability.

### Conference Room

Project No : AVIA -2911

Rev. 0

4/6/2025

**Payment Schedule****Amount****Due Date**

Initial Deposit

\$9,219.66

Final

\$2,304.92

**1. Contract Documents and Details**

The contract documents consist of this agreement, including all general provisions, special provisions, specifications, drawings, addenda, change orders, written interpretations, and written orders for minor changes in work. Work not covered by contract documents will not be required unless it is required by reasonable inference as being necessary to produce the intended result. The costs associated with any related work or materials, including, but not limited to electrical, drywall, painting, cabinets are not included unless specifically documented in the proposal. Contractor is not responsible for any underground trenching or laying or supplying of conduit for outside wiring.

**2. Time**

With respect to schedule completion of the tasks in section D, time is of the essence. If Contractor is delayed at any time in the progress of the work by owner change orders, fire, labor disputes, acts of God or other causes beyond Contractor's control, the completion schedule for the work or affected parts of the work shall be extended by the same amount of the time caused by the delay.

**3. Payments and Completion**

The above Payment Schedule is a guideline and approximation. Since contractor will, if possible, open, test and burn-in equipment before delivery, all components must be paid for before delivery to job site. Payments may not be withheld under any circumstances. Any disputes due to legal claims will be settled independently in good faith between the parties. Final payment shall be due immediately following completion of the project. Contractor will hold owner harmless with respect to claims of subcontractors and suppliers.

**4. Insurance**

Contractor shall purchase and maintain such insurance necessary to protect from claims under workers compensation and from any damage to the owners property resulting from the conduct of this contract.

**5. Changes in the Contract**

The owner may order changes, additions, or modifications without invalidating the contract. Such changes must be in writing and signed by the owner. The contractor shall provide the owner in writing the amount of additional costs or cost reductions resulting from changes ordered within 15 working days unless this requirement is waived in writing by the owner. Change Orders shall be paid in full upon acceptance of change and shall not alter the contract's payment schedule. In case of product unavailability or discontinuation, contractor reserves the right to substitute equipment of equal or better quality with clients approval. Contractor will be held blameless in case of product unavailability or discontinuation.

**6. Warranty**

Contractor warranties all parts and labor involved in an installation for one year. Contractor will also be glad to help the client get their manufacturer-warrantied equipment serviced though out the life of the said warranty.

---

**Client: Stephanie Dorman**


---

**Date:**


---

**Contractor: AVIA LLC**


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**Date:**
**Conference Room**

Project No : AVIA -2911

Rev. 0

4/6/2025

# PROPOSAL

## Conference Room

### Town of Mineral

312 Mineral Ave  
Mineral, VA 23117  
540-380-0021

Revision: 0  
Modified: 4/6/2025



Presented By:

### AVIA LLC

531 Acorn Drive  
Harrisonburg, VA 22802 USA  
(540) 867-0303  
<http://www.go-avia.com/>



Unassigned

Unassigned

1	<b>AVIA Fuel Charge</b> Fuel Charge	\$400.00
1	<b>AVIA General Labor</b> General Labor	\$2,100.17
1	<b>AVIA Installation Misc. Hardware</b> Mounting Hardware, labels, network terminations, fiber terminations, audio/video/network interconnects, etc	\$122.80

<b>Unassigned Total</b>	<b>\$2,622.97</b>
-------------------------	-------------------

\* Price Includes Accessories

Conference Room: Displays

Unassigned



- 1
- Arlington CE1**  
Arlington™ Reversible Low-Voltage Entrance Plate
- \$6.19



- 2
- Google Chromecast 4k**  
Chromecast with Google TV (4K)
- \$133.30



- 2
- Hisense 65U75N**  
4K UHD Mini-LED LCD TV
- \$1,866.64



- 1
- Strong SM-CS-ART2-L**  
Contractor Series Universal Articulating Dual Arm Mount - 37-70 Inch Displays
- \$467.79



- 1
- WattBox WB-PowerLink2-WHT**  
PowerLink2 with Duplex Wall Plates and 3 Feet Power Cord - Kit (White)
- \$147.09

Conference Room: Displays Total







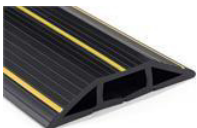
\$2,621.01

\* Price Includes Accessories



Conference Room: Microphone System

Unassigned

	<p><b>3     Binary b6-xlr-3fm-10ft</b></p> <p>xlr m to f</p>	\$69.24
	<p><b>1     Binary B6-XLR-3FM-50FT</b></p> <p>Binary™ 3P XLR Female to Male Cable with Gold Plated Contacts</p>	\$61.86
	<p><b>1     Bogen CAM8PRO</b></p>	\$844.19
	<p><b>6     Cable Up 6 Pack 25ft XLR</b></p> <p>, we've created this exclusive bundle that includes six Cable Up® MIC-25 XLR cables, because we know the show must go on.</p>	\$566.52
	<p><b>9     Galaxy Audio AM-33</b></p> <p>Goosneck Mic, table top, Telescoping neck 18" 25"</p>	\$2,518.74
	<p><b>1     Rolls 4 zone mixer/ducker</b></p> <p>4 zone mixer/ducker   mic/line/page</p>	\$357.14
	<p><b>1     Txbizzer 10ft Floor Cord Cover</b></p> <p>Cable Protector — 3 Cord Channels, Fastening Wire Organizer — Protect Wires &amp; Prevent Cable Trips, Cable Management Solution ,Easy to Install - Black</p>	\$75.85

\* Price Includes Accessories

Conference Room: Microphone System Total

\$4,495.54

Conference Room: Speakers

Unassigned



2

**Episode KIT-ECS-250-IC-6**  
Commercial Series In-Ceiling 25/70-Volt Speaker and Tile Bridge

\$439.16 \*



200

Wirepath NST-162-1000-WH  
White 16/2 speaker wire



1

**Yamaha YAC-PA2030A**  
Yamaha Pro Power Amplifier

\$315.16

Conference Room: Speakers Total

\$754.32

\* Price Includes Accessories

Conference Room: Electronics Rack

Unassigned



- 1
- AVIA Source 19 outlet**

\$105.29
- 1U Rack Mount 19 Outlet PDU Power Distribution Unit Power Strip Circuit Breaker fits 19-inch AV/Network/Server Cabinet/Closet/Enclosure



- 1
- AVIA Source SDRK-6PU**

\$257.13
- 6U Studio Rack with 6-Space, Baltic Birch Plywood with Polyurea Coating



- 1
- Shure MOTIV Audio Interface.**

\$247.22
- The Shure MVi is the digital recording studio that fits in your pocket. Simply plug into the XLR or 1/4" inputs to record vocals or instruments, then make adjustments on the fly with the intuitive touch panel.

Conference Room: Electronics Rack Total

\$609.64

Project Subtotal:

\$11,101.48

\* Price Includes Accessories

# PROJECT SUMMARY

Total Installation Price:	\$11,101.48
Sales Tax:	\$423.10

<b>Grand Total:</b>	<b>\$11,524.58</b>
---------------------	--------------------

Client:            **Stephanie Dorman**

Date

Contractor:    **AVIA LLC**

Date



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

---

**TO: Mineral Town Council**

**FROM: Kelly Singletary, Treasurer**

**SUBJECT: Treasurer's Report**

**Background:**

Enclosed is the monthly Treasurer's Report.

**Recommended Action:**

**Attachments:**

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



# Town of Mineral

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

Section J, Item 2.

April 14, 2025

## Treasurer's Notes:

### Budget Analysis Report:

- Total revenues and expenditures for the month of March 2025 are accurately reflected in this report.
- The only exception to YTD revenues and expenditures reporting is for the month of July 2024, the month of our software conversion, which is still in our old software system. We are working with the auditor to achieve and report these transactions using best practices.

### Transaction Report:

- This reflects all bills paid this month by check and cash disbursement

### Monthly Water Consumption:

- Water loss was down again this month as we continue to work on identifying and repairing leaks.

### Other Items:

- We have received more than 20 requests from residents to begin receiving utility bills by email. If you are interested, please let the Town office know.
- Past Due water bill notices were mailed March 14, 2025, for bills that were due February 15, 2025 (and prior). Disconnect notices were delivered April 7, 2025. Staff is working with customers who have difficulty paying their outstanding water bill by establishing a six-month payment plan with them. We have collected approximately 37% of the past due amounts since March 14. With clearer reporting through our new software, staff is actively engaged in collecting all past due balances.
- Late notices for real estate taxes were mailed out to property owners on March 21, 2025. Tax bills were generated and mailed out in November and were due February 15, 2025, which was a Saturday. Monday, February 17, 2025, was President's Day. No late penalties were assessed until Wednesday, February 19, 2025. Interest was charged beginning March 15, 2025, as stated on the tax bills.
  - In 2026 our goal is to mail out late notices to those property owners whose taxes are not paid by February 15, 2026. A late penalty will be assessed, but property owners will have until March 15, 2026, to pay the total bill and late penalty before interest begins to accrue.
- Staff is researching proper procedure for creating DMV stops for delinquent personal property taxes.
- Staff has enrolled the Town in our health insurance plan for participating employees. Insurance rates rose by 12% this year. Moving to a higher deductible plan kept our premiums at about the same rate with little to no effect on employee's cost.

Respectfully submitted,

Kelly Singletary  
Treasurer

TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-03-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<u>Reporting Fund: 100-GENERAL FUND</u>							
011000 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$235.00	\$15.00	(\$65.00)	78
011010 2023 & PRIOR YEARS R	\$0.00	\$0.00	\$0.00	\$1,577.98	\$0.00	\$1,577.98	0
011010 2024 REAL ESTATE TAX	\$121,700.00	\$121,700.00	\$0.00	\$122,806.40	\$0.00	\$1,106.40	101
011020 CURRENT YEARS PUBLIC	\$8,000.00	\$8,000.00	\$0.00	\$6,780.60	\$6,780.60	(\$1,219.40)	85
011030 2023 & PRIOR YEARS P	\$0.00	\$0.00	\$0.00	\$721.47	\$0.00	\$721.47	0
011030 2024 PERSONAL PROPER	\$21,000.00	\$21,000.00	\$0.00	\$25,935.72	(\$1,563.29)	\$4,935.72	124
011060 TAX PENALTY - REAL E	\$1,000.00	\$1,000.00	\$0.00	\$1,816.74	\$51.00	\$816.74	182
011060 TAX INTEREST - REAL	\$0.00	\$0.00	\$0.00	\$1,765.74	\$1,765.74	\$1,765.74	0
011060 TAX PENALTY - PERSON	\$0.00	\$0.00	\$0.00	\$900.44	\$49.88	\$900.44	0
011060 TAX INTEREST - PERSO	\$0.00	\$0.00	\$0.00	\$73.36	\$73.36	\$73.36	0
012110 WAGES AND SALARIES	\$90,000.00	\$90,000.00	\$0.00	\$62,190.50	\$6,923.20	\$27,809.50	69
012110 FICA	\$6,885.00	\$6,885.00	\$0.00	\$24,195.82	\$485.22	(\$17,310.82)	351
012110 VRS	\$1,512.00	\$1,512.00	\$0.00	\$20,326.54	\$2,688.40	(\$18,814.54)	134
							4
012110 HEALTH PLAN	\$14,131.00	\$14,131.00	\$0.00	\$13,505.90	\$1,143.95	\$625.10	96
012110 GROUP LIFE	\$1,206.00	\$1,206.00	\$0.00	\$1,166.38	\$0.00	\$39.62	97
012110 DISABILITY INSURANCE	\$765.00	\$765.00	\$0.00	\$757.98	\$0.00	\$7.02	99
012110 PROFESSIONAL SERVICE	\$24,000.00	\$24,000.00	\$0.00	\$27,782.33	\$5,121.38	(\$3,782.33)	116
012110 COUNCIL COMPENSATION	\$7,200.00	\$7,200.00	\$0.00	\$4,300.00	\$600.00	\$2,900.00	60
012110 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$3,722.21	\$550.00	(\$222.21)	106
012110 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$11,667.00	\$3,875.00	\$3,333.00	78
012110 CONFERENCE EXPENSES/	\$4,000.00	\$4,000.00	\$0.00	\$15.00	\$0.00	\$3,985.00	0
012110 MEMBERSHIP DUES	\$3,500.00	\$3,500.00	\$0.00	\$1,850.00	\$300.00	\$1,650.00	53
012110 MISCELLANEOUS EXPENS	\$250.00	\$250.00	\$0.00	\$1,338.36	\$67.50	(\$1,088.36)	535
012110 COUNCIL & PC PRINTIN	\$0.00	\$0.00	\$0.00	\$32.00	\$0.00	(\$32.00)	0
012410 WAGES AND SALARIES	\$105,040.00	\$105,040.00	\$0.00	\$69,098.98	\$8,393.84	\$35,941.02	66
012410 FICA	\$9,184.00	\$9,184.00	\$0.00	\$5,285.97	\$642.12	\$3,898.03	58
012410 VRS	\$1,765.00	\$1,765.00	\$0.00	\$4,754.92	\$962.52	(\$2,989.92)	269
012410 HEALTH PLAN	\$28,262.00	\$28,262.00	\$0.00	\$0.00	\$0.00	\$28,262.00	0
012410 GROUP LIFE	\$1,408.00	\$1,408.00	\$0.00	\$0.00	\$0.00	\$1,408.00	0
012410 DISABILITY INSURANCE	\$893.00	\$893.00	\$0.00	\$0.00	\$0.00	\$893.00	0
012410 PROFESSIONAL SERVICE	\$20,000.00	\$20,000.00	\$0.00	\$3,922.00	\$0.00	\$16,078.00	20
012410 POLICE AND LEGAL MAT	\$5,000.00	\$5,000.00	\$0.00	\$480.00	\$0.00	\$4,520.00	10
012410 WEB BASED SERVICES A	\$50,000.00	\$50,000.00	\$0.00	\$12,185.09	\$523.00	\$37,814.91	24
012410 OFFICE EQUIPMENT	\$0.00	\$0.00	\$0.00	\$229.41	\$229.41	(\$229.41)	0
012410 COMPUTER LICENSES/SU	\$18,000.00	\$18,000.00	\$0.00	\$9,102.28	\$927.28	\$8,897.72	51
012410 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$7,342.51	\$1,778.14	(\$7,342.51)	0
012410 LATE FEES/PENALTIES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
012410 POSTAGE	\$2,200.00	\$2,200.00	\$0.00	\$2,762.66	\$8.85	(\$562.66)	126
012410 TELECOMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$6,154.03	\$929.49	\$845.97	88
012410 REFUNDS/TAX CURRENT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
012410 MEMBERSHIP DUES	\$0.00	\$0.00	\$0.00	\$45.00	\$0.00	(\$45.00)	0
012410 OFFICE SUPPLIES	\$20,000.00	\$20,000.00	\$0.00	\$10,971.26	\$1,137.01	\$9,028.74	55
012410 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
015100 INTEREST EARNED	\$36,000.00	\$36,000.00	\$0.00	\$0.00	\$0.00	(\$36,000.00)	0
016099 TRASH REVENUE	\$0.00	\$0.00	\$0.00	\$969.82	\$133.49	\$969.82	0
031100 WAGES AND SALARIES	\$208,827.00	\$208,827.00	\$0.00	\$101,575.83	\$10,792.45	\$107,251.17	49
031100 WAGES AND SALARIES P	\$27,250.00	\$27,250.00	\$0.00	\$19,421.33	\$2,387.54	\$7,828.67	71
031100 FICA EXPENSE	\$18,060.00	\$18,060.00	\$0.00	\$9,160.01	\$1,008.27	\$8,899.99	51
031100 VRS EXPENSE	\$4,019.00	\$4,019.00	\$0.00	\$1,807.97	\$509.91	\$2,211.03	45
031100 HEALTH PLAN	\$70,657.00	\$70,657.00	\$0.00	\$5,114.00	\$0.00	\$65,543.00	7
031100 GROUP LIFE	\$3,205.00	\$3,205.00	\$0.00	\$0.00	\$0.00	\$3,205.00	0
031100 DISABILITY INSURANCE	\$2,033.00	\$2,033.00	\$0.00	\$0.00	\$0.00	\$2,033.00	0
031100 COPIER EXPENSE	\$0.00	\$0.00	\$0.00	\$2,318.50	\$576.68	(\$2,318.50)	0
031100 OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$233.72	\$0.00	(\$233.72)	0
031100 EQUIPMENT/SUPPLIES	\$0.00	\$0.00	\$0.00	\$32.78	\$0.00	(\$32.78)	0

TOWN OF MINERAL

Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-03-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
032100 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$30,000.00	\$15,000.00	(\$15,000.00)	200
043100 CONTRACTED SERVICES	\$3,600.00	\$3,600.00	\$0.00	\$1,920.00	\$480.00	\$1,680.00	53
043100 WAGES AND SALARIES P	\$51,470.00	\$51,470.00	\$0.00	\$33,410.96	\$3,766.70	\$18,059.04	65
043100 FICA	\$3,937.00	\$3,937.00	\$0.00	\$2,555.88	\$288.14	\$1,381.12	65
043100 VRS	\$0.00	\$0.00	\$0.00	\$420.91	\$154.62	(\$420.91)	0
043100 VEHICLE MAINTENANCE	\$2,000.00	\$2,000.00	\$0.00	\$2,235.74	\$196.96	(\$235.74)	112
043100 ELECTRICITY	\$12,000.00	\$12,000.00	\$0.00	\$8,150.53	\$1,894.80	\$3,849.47	68
043100 REPAIRS/MAINTENANCE	\$10,000.00	\$10,000.00	\$0.00	\$1,412.58	\$100.00	\$8,587.42	14
043100 EQUIPMENT/SUPPLIES	\$0.00	\$0.00	\$0.00	\$230.03	\$180.00	(\$230.03)	0
043100 PARKING LOT/STREET/S	\$0.00	\$0.00	\$0.00	\$117.78	\$0.00	(\$117.78)	0
043100 REFUSE COLLECTION	\$10,500.00	\$10,500.00	\$0.00	\$10,034.02	\$649.80	\$465.98	96
045100 DEBT SERVICE - USDA	\$15,891.00	\$15,891.00	\$0.00	\$11,728.00	\$1,466.00	\$4,163.00	74
045100 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$2,631.20	\$846.54	\$5,368.80	33
045100 UTILITIES - HEAT	\$1,500.00	\$1,500.00	\$0.00	\$3,889.44	\$0.00	(\$2,389.44)	259
045100 INTERNET	\$0.00	\$0.00	\$0.00	\$22,799.49	\$5,547.00	(\$22,799.49)	0
045100 REPAIR/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$1,066.51	\$0.00	(\$1,066.51)	0
045100 ASSET MANAGEMENT	\$15,000.00	\$90,000.00	\$0.00	\$92,952.33	\$69,377.33	(\$2,952.33)	103
047100 DUMPSTER (COMMERCIAL	\$32,000.00	\$32,000.00	\$0.00	\$31,820.47	\$7,356.27	\$179.53	99
050100 MAINTENANCE - LANDSC	\$1,200.00	\$1,200.00	\$0.00	\$1,864.68	\$839.99	(\$664.68)	155
051100 ELECTRICITY - STREET	\$0.00	\$0.00	\$0.00	\$2,826.71	\$0.00	(\$2,826.71)	0
051100 MISCELLANEOUS EXPENS	\$3,000.00	\$3,000.00	\$0.00	\$5,129.00	\$0.00	(\$2,129.00)	171
120101 LOCAL SALES TAX REVE	\$40,000.00	\$40,000.00	\$0.00	\$30,426.99	\$3,380.93	(\$9,573.01)	76
120201 CONSUMER UTILITY TAX	\$0.00	\$0.00	\$0.00	\$75.21	\$75.21	\$75.21	0
120301 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$30,900.25	\$4,897.84	\$900.25	103
120501 VEHICLE LICENSE FEES	\$6,000.00	\$6,000.00	\$0.00	\$7,989.18	(\$440.00)	\$1,989.18	133
120601 BANK STOCK TAX REVEN	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$0.00	(\$50,000.00)	0
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	\$1,335.25	\$0.00	(\$664.75)	67
121101 MEAL TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$64,758.66	\$0.00	(\$25,241.34)	72
130306 ZONING PERMITS/FEE	\$2,250.00	\$2,250.00	\$0.00	\$1,800.00	\$600.00	(\$450.00)	80
150361 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$362,220.86	\$36,285.91	(\$137,779.14)	72
189000 MISCELLANEOUS REVENU	\$1,000.00	\$1,000.00	\$0.00	\$6,575.02	(\$3,598.25)	\$5,575.02	658
189000 RENTAL REVENUE	\$0.00	\$0.00	\$0.00	\$1,100.00	\$330.00	\$1,100.00	0
240407 LITTER GRANT	\$1,000.00	\$1,000.00	\$0.00	\$3,838.00	\$0.00	\$2,838.00	384
240412 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	100

Reporting Fund: 100-GENERAL FUND

FundRevTot	\$926,450.00	\$926,450.00	\$0.00	\$689,602.69	\$63,837.42	(\$236,847.31)	74
FundExpTot	\$961,450.00	\$1,036,450.00	\$0.00	\$712,044.53	\$160,705.31	\$324,405.47	69

Reporting Fund: 500-WATER &amp; SEWER FUND

016099 SEWER REVENUE	\$109,890.00	\$109,890.00	\$0.00	\$106,776.64	\$11,390.59	(\$3,113.36)	97
016099 WATER REVENUE	\$239,836.00	\$239,836.00	\$0.00	\$176,247.62	\$19,834.44	(\$63,588.38)	73
016099 PROCESSING FEE	\$0.00	\$0.00	\$0.00	\$1,425.00	\$100.00	\$1,425.00	0
016099 CONNECTION FEE - WAT	\$40,000.00	\$40,000.00	\$0.00	\$40,680.00	\$0.00	\$680.00	102
016099 CONNECTION FEE - SEW	\$65,000.00	\$65,000.00	\$0.00	\$32,160.00	\$0.00	(\$32,840.00)	49
016099 PENALTY FEE W/S	\$0.00	\$0.00	\$0.00	\$2,135.00	\$500.00	\$2,135.00	0
016099 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0
500100 DEBT SERVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$36,072.00	\$9,018.00	\$18,036.00	67
500100 CONTRACTED SERVICES	\$158,406.00	\$158,406.00	\$0.00	\$138,909.60	\$6,183.77	\$19,496.40	88
500100 WAGES AND SALARIES P	\$12,698.00	\$12,698.00	\$0.00	\$9,127.50	\$997.50	\$3,570.50	72
500100 FICA	\$971.00	\$971.00	\$0.00	\$698.18	\$76.30	\$272.82	72
500100 DEPOSIT REFUNDS	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
500100 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$5,327.10	\$1,973.64	(\$327.10)	107
500100 EDUCATION/TRAINING/L	\$0.00	\$0.00	\$0.00	\$80.00	\$80.00	(\$80.00)	0
500100 FEES AND DUES - LCWA	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$20,000.00	0
500100 MISS UTILITY COSTS	\$0.00	\$0.00	\$0.00	\$242.65	\$39.10	(\$242.65)	0
500100 REPAIRS/MAINTENANCE	\$0.00	\$0.00	\$0.00	\$7,628.89	\$0.00	(\$7,628.89)	



Fiscal Period - FY 24-25 Date Range - 2024-07-01 - 2025-03-31

Account		Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
500100 EQUIPMENT/SUPPLIES		\$0.00	\$0.00	\$0.00	\$5,512.61	\$47.47	(\$5,512.61)	0
500100 WATER TESTING		\$13,000.00	\$13,000.00	\$0.00	\$826.63	\$0.00	\$12,173.37	6
500100 COUNTY WASTEWATER TR		\$100,059.00	\$100,059.00	\$0.00	\$100,074.77	\$35,751.10	(\$15.77)	100
500100 COUNTY WATER PURCHAS		\$90,484.00	\$90,484.00	\$0.00	\$168,194.27	\$38,613.18	(\$77,710.27)	186
Reporting Fund: 500-WATER & SEWER FUND								
FundRevTot		\$457,726.00	\$457,726.00	\$0.00	\$359,424.26	\$31,825.03	(\$98,301.74)	79
FundExpTot		\$457,726.00	\$457,726.00	\$0.00	\$472,694.20	\$92,780.06	(\$14,968.20)	103
Reporting Fund: 600-CIP								
410501 TRANSFER TO/FROM GEN		\$0.00	\$0.00	\$0.00	(\$100,000.00)	\$0.00	\$100,000.00	0
600100 EMERGENCY W/S REPAIR		\$0.00	\$100,000.00	\$0.00	\$104,558.26	\$3,625.53	(\$4,558.26)	105
Reporting Fund: 600-CIP								
FundRevTot		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
FundExpTot		\$0.00	\$100,000.00	\$0.00	\$4,558.26	\$3,625.53	\$95,441.74	5
Grand Totals:								
TotalRev		\$1,384,176.00	\$1,384,176.00	\$0.00	\$1,049,026.95	\$95,662.45	(\$335,149.05)	76
TotalExp		\$1,419,176.00	\$1,594,176.00	\$0.00	\$1,189,296.99	\$257,110.90	\$404,879.01	75

TransCode - CD, CK

Section J, Item 2.

Vendor Range - 1ST CHOICE ELECTRICALAND SECURITY' - 'WHITE OAK ELECTRIC

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num
AMY BOULIER	3/3/2025	Check	\$0.00	\$5.86	22206
BESLEY IMPEMENTS	3/3/2025	Check	\$0.00	\$18.00	22207
CENTRAL VIRGINIA CONTRACTORS	3/3/2025	Check	\$0.00	\$1,372.00	22208
COMCAST BUSINESS	3/3/2025	Check	\$0.00	\$882.07	22209
COVERALL	3/3/2025	Check	\$0.00	\$240.00	22210
DOCUMENT DESTRUCTION	3/3/2025	Check	\$0.00	\$40.00	22211
DOMINION ENERGY	3/3/2025	Check	\$0.00	\$2,280.13	22212
FERRELLS TERMITE & PEST	3/3/2025	Check	\$0.00	\$100.00	22213
FORTILINE INC	3/3/2025	Check	\$0.00	\$616.66	22214
GREG MADISON WELDING, INC.	3/3/2025	Check	\$0.00	\$600.00	22215
LAKE ANNA SIGNS & PRINTING LLC	3/3/2025	Check	\$0.00	\$966.00	22216
LOUISA COUNTY WATER AUTHORITY	3/3/2025	Check	\$0.00	\$45,804.68	22217
RAPPAHANNOCK ELECTRIC COOP	3/3/2025	Check	\$0.00	\$284.06	22222
RICOH USA INC	3/3/2025	Check	\$0.00	\$1,062.63	22218
THOMAS JEFFERSON PLANNING DISTRICT CO	3/3/2025	Check	\$0.00	\$1,021.88	22219
US DEPT OF AGRICULTURE	3/3/2025	CashDisb	\$4,509.00	\$0.00	0
VERIZON	3/3/2025	Check	\$0.00	\$374.00	22220
VERIZON WIRELESS	3/3/2025	Check	\$0.00	\$90.60	22221
VUPS	3/3/2025	Check	\$0.00	\$14.95	22223
CENTRAL VIRGINIA CONTRACTORS	3/7/2025	Check	\$0.00	\$704.00	22224
CINDEE DICKENS	3/7/2025	Check	\$0.00	\$297.60	22225
CORELOGIC CENTRALIZED REFUNDS	3/7/2025	Check	\$0.00	\$1,820.00	22226
DUKE OIL	3/7/2025	Check	\$0.00	\$138.96	22227
ERIC WASHINGTON	3/7/2025	Check	\$0.00	\$40.00	22228
FOREMAN, SHENIDA	3/7/2025	Check	\$0.00	\$457.60	22229
HARRISON & JOHNSTON	3/7/2025	Check	\$0.00	\$4,080.00	22230
INTERNAL REVENUE SERVICE	3/7/2025	CashDisb	\$1,891.23	\$0.00	0

TransCode - CD, CK

Section J, Item 2.

Vendor Range - 1ST CHOICE ELECTRICALAND SECURITY' - 'WHITE OAK ELECTRIC

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num
JOEL ARGUETA AMAYA	3/7/2025	Check	\$0.00	\$241.20	22231
LERETA LLC	3/7/2025	Check	\$0.00	\$448.00	22232
LOUISA COUNTY LANDFILL	3/7/2025	Check	\$0.00	\$649.80	22233
MAIN STREET SUPPLY	3/7/2025	Check	\$0.00	\$607.13	22234
NATHANAEL BROOKS	3/7/2025	Check	\$0.00	\$443.80	22235
RHONDA BERRYHILL	3/7/2025	Check	\$0.00	\$79.50	22236
ROGER & TINA HALL	3/7/2025	Check	\$0.00	\$425.80	22237
UPDIKE INDUSTRIES	3/7/2025	Check	\$0.00	\$3,755.55	22238
WEST HOMES OF VA LLC	3/7/2025	Check	\$0.00	\$65.00	22239
VIRGINIA RETIREMENT SYSTEM	3/10/2025	CashDisb	\$1,416.24	\$0.00	0
INTERNAL REVENUE SERVICE	3/14/2025	CashDisb	\$1,947.35	\$0.00	0
INTERNAL REVENUE SERVICE	3/14/2025	CashDisb	\$1,302.54	\$0.00	0
MILDRED MORGAN MEMORIAL FOUNDATION	3/17/2025	CashDisb	\$69,377.33	\$0.00	0
US DEPT OF AGRICULTURE	3/19/2025	CashDisb	\$1,466.00	\$0.00	0
AVEXON, LLC	3/20/2025	Check	\$0.00	\$927.28	22240
CENTRAL VIRGINIA CONTRACTORS	3/20/2025	Check	\$0.00	\$2,364.00	22241
COMCAST BUSINESS	3/20/2025	CashDisb	\$4,664.93	\$0.00	0
COVERALL	3/20/2025	Check	\$0.00	\$240.00	22242
LOUISA LITTLE LEAGUE	3/20/2025	Check	\$0.00	\$550.00	22243
MINERAL VOLUNTEER FIRE DEPARTMENT	3/20/2025	Check	\$0.00	\$15,000.00	22244
THOMAS JEFFERSON PLANNING DISTRICT CO	3/20/2025	Check	\$0.00	\$3,625.53	22245
VA DEPT OF TAXATION	3/20/2025	CashDisb	\$1,246.00	\$0.00	0
VERIZON WIRELESS	3/20/2025	Check	\$0.00	\$90.60	22246
VRSA	3/20/2025	Check	\$0.00	\$3,875.00	22247
INTERNAL REVENUE SERVICE	3/21/2025	CashDisb	\$1,782.61	\$0.00	0
BLUE RIDGE BANK	3/26/2025	CashDisb	\$1,722.23	\$0.00	0
RICOH USA INC	3/26/2025	CashDisb	\$1,292.19	\$0.00	0

TransCode - CD, CK

Section J, Item 2.

Vendor Range - 1ST CHOICE ELECTRICALAND SECURITY' - 'WHITE OAK ELECTRIC

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num
ANTHEM	3/28/2025	CashDisb	\$2,423.00	\$0.00	0
INTERNAL REVENUE SERVICE	3/28/2025	CashDisb	\$1,967.50	\$0.00	0
US DEPT OF AGRICULTURE	3/28/2025	CashDisb	\$4,509.00	\$0.00	0
VIRGINIA RETIREMENT SYSTEM	3/28/2025	CashDisb	\$817.04	\$0.00	0
VIRGINIA RETIREMENT SYSTEM	3/28/2025	CashDisb	\$1,502.62	\$0.00	0
			\$103,836.81	\$96,699.87	

## Monthly Water Consumption

Section J, Item 2.

Time Period	Gallons Charged to TOM by LCWA	Gallons Billed to TOM Residents	% Water Loss	\$\$ Charged to TOM by LCWA	\$\$ Billed to TOM Residents
8.20.2024-9.20.2024	1,907,100	1,384,195	27.4%	\$ 17,686.68	\$ 20,367.94
9.20.2024-10.20.2024	1,554,600	1,324,557	14.8%	\$ 14,423.05	\$ 19,213.58
10.21.2024-11.20.2024	1,976,400	1,734,335	12.2%	\$ 18,324.70	\$ 23,673.73
11.20.2024-12.20.2024	1,876,800	1,433,210	23.6%	\$ 17,403.40	\$ 20,714.55
12.20.2024-01.21.2025	2,294,200	1,805,819	21.3%	\$ 21,264.35	\$ 24,854.62
1.21.2025-2.21.2025	2,421,000	1,698,303	29.9%	\$ 22,400.25	\$ 23,475.67
2.21.2025-3.20.2025	1,748,100	1,335,016	23.6%	\$ 16,212.93	\$ 19,860.24



# Town of Mineral

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

Section J, Item 2.

## Summary of Bank Balances As of 03.31.2025

<b>Blue Ridge Bank Operating Account</b>	<b>\$148,601.09</b>
<b>Blue Ridge Bank/Spring Grove Operating Account</b>	<b>\$ 62,511.85</b>
<b>LGIP Town of Mineral Investment Account</b>	<b>\$397,124.04</b>
<b>LGIP Spring Grove Cemetery Perpetual Account</b>	<b>\$238,563.67</b>
<b>LGIP Spring Grove Cemetery Operating Account</b>	<b>\$221,509.14</b>



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date:

4.14.2025

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**TO: Mineral Town Council**

**FROM: Kendra Ellis, DMV Manager**

**SUBJECT: DMV Report**

**Background:**

Enclosed is the monthly DMV Report.

**Recommended Action:**

**Attachments:**

DMV Report



Town of  
**MINERAL**  
VIRGINIA

Town Council Meeting  
April 2025

Section J, Item 3.

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: April 2025

Report Prepared By: Kendra Ellis

- March 2025 monthly revenue totals:
  - Total monthly revenue: \$794,254.23
  - Town monthly revenue: \$37,145.38
  
- The Mineral DMV Select office has continued to operate without interruption, in providing exceptional customer service and titling transactions, etc. to the customers of this community and surrounding communities. This also includes our title vendors that visit our office daily. Many thanks to the DMV Select Team for their hard work and dedication.
  
- The DMV Connect Team is scheduled to visit our Mineral DMV Select office on Friday, April 25, 2025.
  - Visits are by appointment only and can be made via the DMV website at [www.dmvnow.com](http://www.dmvnow.com)