



## MINERAL COUNCIL MEETING AGENDA

January 12, 2026 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

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**A. CALL TO ORDER**

**B. ROLL CALL**

**C. PLEDGE OF ALLEGIANCE**

**D. ADOPTION OF AGENDA**

1. Motion to approve or amend agenda as presented

**E. PUBLIC COMMENT**

**F. APPROVAL OF MINUTES**

1. Approval of Minutes 12.1.2025

Motion to approve or amend minutes dated 12.1.2025 as presented.

2. Approval of Minutes 12.15.2025

Motion to approve or amend minutes dated 12.15.2025 as presented

**G. ACCOUNTS PAID**

1. Accounts Paid

**H. REPORTS**

1. Committee Reports

2. DMV Report

3. Treasurer Report

4. Town Manager Report

**I. NEW BUSINESS**

1. Establish dates for Budget & Zoning Workshops
2. Duty to Warn Event

**J. COUNCIL COMMENTS****K. CALENDAR**[2026](#) Holiday Calendar

Motion to approve or amend the 2026 Holiday Calendar as presented

[2026](#) Mineral Town Council Meeting Dates

Motion to approve or amend 2026 Mineral Town Council Meeting Dates

**L. EXECUTIVE SESSION (AS NEEDED)****M. BACK IN SESSION****N. ADJOURN**

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

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

Nicole Washington, Town Manager, Teri Burns, Town Clerk, Kelly Singletary, Town Treasurer, Vacant, Town Attorney

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



# MINERAL TOWN COUNCIL

## AGENDA ITEM REPORT

### Meeting Date: January 12, 2026

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**TO:** Mineral Town Council  
**FROM:** Town Clerk  
**SUBJECT:** Approval of Minutes

**Recommended Action:** Approve or Amend minutes as presented

**Attachments:** Minutes 12.1.2025  
Minutes 12.15.2025



## MINERAL COUNCIL SPECIAL MEETING MINUTES

December 01, 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

Michelle Covert

Bernice Kube

Rebecca McGehee

David Hempstead

Pamela Harlowe

Afton Von Tye

Bob Spedden

### C. PLEDGE OF ALLEGIANCE

### D. ADOPTION OF AGENDA

Mayor stated that there was not an agenda other than to discuss questions she had about budget concerns. A vote was not taken.

### E. PUBLIC COMMENT

### F. NEW BUSINESS

1. Budget Discussion FY26

Council Member McGehee stated the purpose of the sleigh in the lobby at Town Hall and asked council to donate suggested items needed.

The Mayor questioned the high monthly cost of the Google Suite, which the Town Manager explains is used for email and business operations, similar to Microsoft Office. There's also discussion about the transition from I Love PDF to Adobe for document management. The functionality and cost of the Ooma phone system is questioned. A Microsoft expense is questioned by the Mayor and explained by the Town Manager as being for the Microsoft Office Suite.

The Mayor questioned the fees for the attorney as being unnecessary and a waste of money. Specific concerns are charges for reviewing agendas, undeveloped property at 8th and 9th streets, attempts to remove Councilman Hempstead, correspondence about emails and voicemails, removal of a planning commission member, remote participation policy, Mr. Cameron's issue with trees, Tyler Cameron's sewage line repair, and a cemetery plot issue.

Vice Mayor called for a recess at 7:13pm.

Mayor put meeting back in session at 7:20pm.

Accusations were raised by the Mayor regarding the Department of Professional and Occupational Regulation (DPOR) and the State Police as to whether they were town related or personal. The Town Manager asserts they were town related issues brought forth by Councilman Hempstead.

Councilman McGehee questioned the Mayor as to where the missing account is. Mayor stated more research was needed.

Mayor asked on behalf of the Mineral Volunteer Fire Department if the town would be interested in participating in their tree lighting. Town Manager explained there was already an event planned for December 12th and Dr. Covert had a tree donated from another locality for town use. Town Manager also stated there was no communication between the Fire Department and the Town.

Mayor stated the staff should not be treated to lunch on a monthly basis. Town Manager stated that lunch is not provided monthly.

Councilman Hempstead made a motion to terminate the town attorney. Vice Mayor Kube stated it should be moved to the next meeting.

Thomas Runnett, 216 Albemarle Ave, thanked the Town Treasurer for helping clarify his water bill. He also questioned the budgeted cost for special events and who is paying the utility bills for the old town hall building.

## COUNCIL COMMENTS

No council comments.

## G. ADJOURN

Motion made by Covert, Seconded by Spedden.

Voting Yea: Covert, Kube, McGehee, Hempstead, Von Tye, Spedden

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

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

Nicole Washington, Town Manager, Teri Burns, Town Clerk, Kelly Singletary, Town Treasurer, Robert Sproul, Town Attorney

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



## MINERAL COUNCIL MEETING MINUTES

December 15, 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

Michelle Covert

Bernice Kube

Rebecca McGehee

David Hempstead

Pamela Harlowe

Afton Von Tye

Bob Spedden

### C. PLEDGE OF ALLEGIANCE

### D. ADOPTION OF AGENDA

Mayor stated the agenda would be adopted as presented. A vote was not taken.

### E. PUBLIC COMMENT

James Snider, 501 W Seventh St, reports on the success of the first night time Mineral Farmer's Market and announces dates for the upcoming Winter Markets that will start on January 3, 2026.

Teresa Newton, 73 Louisa Ave, expressed her disgust with the disrespectful behavior and disruptions among council members. She raises concerns related to lead pipes, rust colored water, the handling of the property next to the Dollar General Store, raises for the Town Manager and zoning administrator, the Town Manager's authority regarding street

clearing, instructing council members to call the police, personal calls during meetings and the relationship between the fire department and the town. She also has issues with incorrectly zoned school and town properties, the need for an attorney on retainer and the desire for more businesses and recreational opportunities.

Debbie Moon, 232 Mineral Ave, congratulates the Mayor and new council members. She raises concerns about emails sent between council staff and the mayor, citing Virginia Code regarding retaliation for expressing views on public concern, and questions the legality of an elected official's spouse responding to government emails. Ms. Moon also states the importance of the town's comprehensive plan and hopes that new committees will focus on its implementation, noting only a small fraction of the plan's items have been started or completed. She also is advocating for new homes, town residents and shopping to boost the economy.

Rebecca McGehee, Councilmember, addressed comments made by Teresa Newton, stating that the fire department and the town are getting along better due to her son being a liaison and praising the Christmas tree lighting event. She then discusses a controversial email she received from Tracy Hempstead which she finds disgusting and inappropriate.

## **F. APPROVAL OF MINUTES**

### **1. Approval of November 18, 2025 Minutes**

Minutes approved as presented.

Motion made by Hempstead, Seconded by Spedden.

Voting Yea: Covert, Kube, McGehee, Hempstead, Von Tye, Spedden

## **G. ACCOUNTS PAID**

### **1. Accounts Paid**

Mayor questioned Comcast and the number of internet lines the town has. Town Manager confirmed the town has two internet lines. Concerns were raised as to whether the Mayor should be contacting Comcast directly.

Concerns were raised about DMV revenue being under budget and water expenses exceeding anticipated amounts. The Mayor emphasized the need for financial adjustments.

There is an aggressive debate over following the agenda which resulted in a motion to make the Town Clerk the clerk of council

Motion made by Kube, Seconded by Hempstead.

Voting Yea: Kube, Hempstead

Voting Nay: Covert, McGehee, Von Tye, Spedden

## **H. REPORTS**

### **1. Treasurer Report**

The Treasurer report noted a decrease in water purchase from Louisa County due to the well being back in operation.

### **2. DMV Report**

DMV Report shows the estimated revenue that was earned for the month. There are new agency initiatives for copy paper that was implemented on Dec 1 and starting January 2026. Each year the DMV will provide an allotment of funds to the DMV Select to purchase paper.

### **3. Town Manager Report**

Town Manager discusses plans to address dirty water and sediment in pipes, clarifying that there are no lead pipes in Mineral. Also discussed flushing pipes and potential filtration system.

Town Manager introduced the text message option for citizens to receive notifications and alerts from the Town Office, which will be operational in a couple of months.

The Town Charter was presented to clarify town operations and the Town Manager's role as well as Mayor and Elected Officials.

The Town Manager also addressed concerns that were brought up during the public comment regarding zoning, the school property, and property next to Dollar General.

The Town Manager suggested utilizing the Whitlock Family Park for potential revenue for the town.

Clarification was presented on a misconception about legal fees related to the cemetery, the attorney's involvement was for a burial concern that was brought to the attention of the Town by a citizen and not bushes. The citizen had retained a lawyer for their concern, because a lawyer was retained, the Town Attorney had to address the concern.

Town Manager asked council for a three day response time for large document requests.

## **I. OLD BUSINESS**

### **1. 623 Mineral Avenue Property**

Paul S Cameron spoke about the trees on his property. He presented council with a work order that he had requested from VDOT. The work order was addressing trees on Mineral Ave. Mr. Cameron spoke about the work order only addressing his trees and he would like it stopped. The Town Manager spoke to explain that the work order from VDOT addressed to issues in the Town. The first issue was the large pine tree that fell across Mineral Ave at Fifth Street. The Town had it moved to the Right of Way (ROW) to allow traffic to keep flowing. The second issue were the trees in the ROW near 623 Mineral (Mr. Cameron's property). The Town Manager stated that the Council had asked to for quotes on removing the trees. The Manager explained this was only done in case the Town had to remove them when they repaired the waterline between 623 and 611 Mineral Ave. The Manager explained this was not personal or intentional.

### **2. Confirm proposed committee appointments**

Mayor confirmed the following committee appointments

Streets - Michelle & Bob

Police/Legal/Fire & Rescue - Becky & Michelle

Water & Sewage - David & Afton

Beautification & Litter - Michelle & Becky

Budget & Finance - David & Afton  
Economic Development - Bernice & David  
Cemetery - David & Bernice  
Personnel - Bernice & Afton  
Parks - Bernice & Bob  
Communications - Bernice & Michelle  
Business Association - Pam

#### **J. NEW BUSINESS**

1. Review candidate applications for Planning Commission vacancies

Mayor introduced Maggie and Ryan as candidates to fill the vacant seats on the Planning Commission, stating their resume's were wonderful.

Motion made by Hempstead, Seconded by Kube.

Voting Yea: Covert, Kube, Hempstead, Von Tye, Spedden

Voting Abstaining: McGehee

#### **PUBLIC HEARING**

Chapter 425. Zoning Article V. General Commercial District (GC)

Mayor opened the public hearing.

Debbie Moon, 232 Mineral Ave., asked the council to consider the following items before approvals are made.

1. Permitted Uses A8 previously read laundries and it was changed to laundromats. A laundromat includes services such as delivery, washing, folding and ironing. Under retail business it states dry cleaning shops (but not dyeing plants), what this states is that dry cleaning cannot be done onsite.
- 2 Permitted Uses A10 states restaurants shall not exceed 10,000 square feet of floor space and A11 was added to state restaurants. This may be a contradiction.
3. Permitted Use by Conditional Use Permit - billiard parlors, pool rooms, bowling alleys and dance halls has been moved to be needing a conditional use permit. For Specialty shop, adult entertainment and retail stores, etc., needs to be more specific.

Mayor closed public hearing

Mayor requested to see the original ordinances for comparison.

Chapter 425. Zoning ARTICLE VI. Planned Unit Development District (PUD)

Mayor opened public hearing

No public comment

Mayor closed public hearing

Zoning Code 425 Article XI - Administration and Enforcement

Mayor opened public hearing

No public comment

Town Manager stated the existing Ordinance was criminal and did not allow for a misdemeanor charge. The amount for the fines was determined by the attorney who gathered data from surrounding localities.

Mayor closed public hearing

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

### **CALENDAR**

Town Hall Events

Councilmember McGehee thanked everyone who participated in the sleigh drive.

Motion to provide staff a Holiday Appreciation Lunch.

Motion made by McGehee, Seconded by Covert.

Voting Yea: Covert, Kube, McGehee, Von Tye, Spedden

Voting Abstaining: Hempstead

### **K. BACK IN SESSION**

### **L. ADJOURN**

Motion made by Hempstead, Seconded by Kube.

Voting Yea: Covert, Kube, McGehee, Hempstead, Von Tye, Spedden

Mayor Pamela Harlowe - Vice Mayor Bernice Kube

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

Nicole Washington, Town Manager, Teri Burns, Town Clerk, Kelly Singletary, Town Treasurer, Vacant, Town Attorney

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**DRAFT**



# MINERAL TOWN COUNCIL

## AGENDA ITEM REPORT

### Meeting Date: January 12, 2026

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**TO: Mineral Town Council**

**FROM: Town Treasurer**

**SUBJECT: Accounts Paid**

**Background:**

Enclosed are the accounts paid for the month.

**Recommended Action:**

For your review

**Attachments:**

Transaction report

TransCode - CD, CK, VC

Section G, Item 1.

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
ANTHEM	12/31/2025	CashDisb	\$4,017.00	\$0.00	0		ANTHEM
BLUE RIDGE BANK	12/5/2025	CashDisb	\$66.48	\$0.00	0	ACCOUNT ANALYSIS CHARGE	ACCOUNT ANALYSIS CHARGE
BLUE RIDGE BANK	12/31/2025	CashDisb	\$30.00	\$0.00	0	ACH ORIGINATOR FEE	ACH ORIGINATOR FEE
BLUE RIDGE BANK CREDIT	12/26/2025	CashDisb	\$2,554.43	\$0.00	0	NOVEMBER 2025 CHARGES	BLUE RIDGE BANK CC NOV 2025
BMS DIRECT	12/11/2025	Check	\$0.00	\$1,777.91	22420		AP Checks 22420 - 22438
CARA LUNDGREN-STOWE	12/11/2025	Check	\$0.00	\$239.59	22421		AP Checks 22420 - 22438
CEDAR MOUNTAIN STONE	12/30/2025	Check	\$0.00	\$642.78	22439		AP Checks 22439 - 22450
CENTRAL VIRGINIA CONTRA	12/30/2025	Check	\$0.00	\$4,180.00	22440		AP Checks 22439 - 22450
COMCAST BUSINESS	12/15/2025	CashDisb	\$962.12	\$0.00	0	1003003046	COMCAST 708879461
COMCAST BUSINESS	12/15/2025	CashDisb	\$882.07	\$0.00	0	1003003045	COMCAST ACCT 708879460
COVERALL	12/11/2025	Check	\$0.00	\$240.00	22422		AP Checks 22420 - 22438
DOCUMENT DESTRUCTION	12/11/2025	Check	\$0.00	\$40.00	22423		AP Checks 22420 - 22438
DOCUMENT DESTRUCTION	12/30/2025	Check	\$0.00	\$40.00	22441		AP Checks 22439 - 22450
DOMINION ENERGY	12/1/2025	CashDisb	\$1,065.75	\$0.00	0	STREETLIGHTS	DOMINION 5483205976
DOMINION ENERGY	12/26/2025	CashDisb	\$130.60	\$0.00	0	609 ST FRANCES PUMP	DOMINION 379697212
DOMINION ENERGY	12/23/2025	CashDisb	\$484.67	\$0.00	0	312 MINERAL AVE	DOMINION 1389918317
DOMINION ENERGY	12/23/2025	CashDisb	\$19.90	\$0.00	0	315 LOUISA AVE SHOP	DOMINION 3472023286
DOMINION ENERGY	12/23/2025	CashDisb	\$73.59	\$0.00	0	107 MINERAL AVE	DOMINION 4118184912
DOMINION ENERGY	12/23/2025	CashDisb	\$7.59	\$0.00	0	108 MINERAL AVE SHOP	DOMINION 8651974316
DOMINION ENERGY	12/23/2025	CashDisb	\$25.59	\$0.00	0	102 E 1ST ST OFFICE	DOMINION 6295484908
DOMINION ENERGY	12/26/2025	CashDisb	\$66.12	\$0.00	0	6TH ST WALTON PARK WELL #5	DOMINION 4406132508
DOMINION ENERGY	12/30/2025	CashDisb	\$1,065.75	\$0.00	0	STREETLIGHTS	DOMINION 5483205976
DUKE OIL	12/11/2025	Check	\$0.00	\$113.32	22424		AP Checks 22420 - 22438
DUKE OIL	12/30/2025	Check	\$0.00	\$148.58	22442		AP Checks 22439 - 22450
FERRELLS TERMITE & PEST	12/30/2025	Check	\$0.00	\$100.00	22443		AP Checks 22439 - 22450
GIBSON'S AUTO SERVICE IN	12/30/2025	Check	\$0.00	\$27.96	22444		AP Checks 22439 - 22450
HARPER ELECTRIC	12/11/2025	Check	\$0.00	\$1,552.04	22425		AP Checks 22420 - 22438
HARRISON & JOHNSTON	12/11/2025	Check	\$0.00	\$1,155.00	22426		AP Checks 22420 - 22438
INTERNAL REVENUE SERVIC	12/5/2025	CashDisb	\$2,026.12	\$0.00	0	Q4 2025 112725-120325	PAYROLL 941
INTERNAL REVENUE SERVIC	12/12/2025	CashDisb	\$1,791.75	\$0.00	0	Q4 2025 120425-121025	PAYROLL 941
INTERNAL REVENUE SERVIC	12/19/2025	CashDisb	\$1,916.29	\$0.00	0	941 Q4 2025 121125-121725	PAYROLL 941
INTERNAL REVENUE SERVIC	12/24/2025	CashDisb	\$1,762.96	\$0.00	0	Q4 2025 121825-122425	PAYROLL 941

TransCode - CD, CK, VC

Section G, Item 1.

Vend Name	TR Date	Type	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
INTERNAL REVENUE SERVIC	12/31/2025	CashDisb	\$15.30	\$0.00	0		Q4 PAYROLL 941 12312025 HARLOWE
KAMSTRUP	12/11/2025	Check	\$0.00	\$1,500.51	22427		AP Checks 22420 - 22438
LOUISA COUNTY CHAMBER	12/11/2025	Check	\$0.00	\$2,000.00	22428		AP Checks 22420 - 22438
LOUISA COUNTY LANDFILL	12/11/2025	Check	\$0.00	\$710.64	22429		AP Checks 22420 - 22438
LOUISA COUNTY WATER AU	12/11/2025	Check	\$0.00	\$14,927.51	22430		AP Checks 22420 - 22438
MAIN STREET SUPPLY	12/11/2025	Check	\$0.00	\$181.53	22431		AP Checks 22420 - 22438
MINERAL VOLUNTEER FIRE	12/30/2025	Check	\$0.00	\$15,000.00	22445		AP Checks 22439 - 22450
NIGHTHAWK SECURITY SYS	12/30/2025	Check	\$0.00	\$396.00	22446		AP Checks 22439 - 22450
OFFICE OF DRINKING WATE	12/30/2025	CashDisb	\$248.36	\$0.00	0	ORDER 126141 Q1 2026	DRINKING WATER
ON-SITE FIRE EXTINGUISHE	12/30/2025	Check	\$0.00	\$105.00	22447		AP Checks 22439 - 22450
PUBLIQ SOFTWARE LLC	12/12/2025	CashDisb	\$1,894.10	\$0.00	0	INV-PO19674	QS1 QUARTERLY SERVICE
QUARLES PETROLEUM INC	12/11/2025	CashDisb	\$1,398.89	\$0.00	0	31956410	QUARLES
RAPPAHANNOCK ELECTRIC	12/22/2025	CashDisb	\$22.93	\$0.00	0	SPRING RD WELL 4	RAPPAHANNOCK ACCT 268214003
RAYBORN & JANICE WOODS	12/11/2025	Check	\$0.00	\$24.70	22432		AP Checks 22420 - 22438
ROYALL PUMP & WELL COM	12/11/2025	Check	\$0.00	\$6,640.77	22433		AP Checks 22420 - 22438
SOUTHERN SOFTWARE INC	12/11/2025	Check	\$0.00	\$2,250.00	22434		AP Checks 22420 - 22438
TERI BURNS	12/30/2025	Check	\$0.00	\$30.64	22448		AP Checks 22439 - 22450
UPDIKE INDUSTRIES	12/11/2025	Check	\$0.00	\$3,675.41	22435		AP Checks 22420 - 22438
UPDIKE INDUSTRIES	12/30/2025	Check	\$0.00	\$3,675.41	22449		AP Checks 22439 - 22450
US DEPT OF AGRICULTURE	12/19/2025	CashDisb	\$1,466.00	\$0.00	0	BUILDING LOAN	USDA BUILDING LOAN
US DEPT OF AGRICULTURE	12/29/2025	CashDisb	\$4,509.00	\$0.00	0	USDA LOAN PAYMENT - WATER L	USDA LOAN PAYMENT - WATER LOAN
USG WATER SOLUTIONS	12/11/2025	Check	\$0.00	\$9,033.20	22436		AP Checks 22420 - 22438
VA DEPT OF TAXATION	12/10/2025	CashDisb	\$1,274.00	\$0.00	0	VA STATE TAX PAYMENT 11.2025	VA STATE TAXES
VERIZON	12/11/2025	CashDisb	\$377.17	\$0.00	0	15200128	VERIZON LANDLINE
VERIZON	12/22/2025	CashDisb	\$77.48	\$0.00	0		VERIZON LANDLINE
VIRGINIA RETIREMENT SYS	12/3/2025	CashDisb	\$2,092.83	\$0.00	0	RETIREMENT/LIFE INS/DISAB	VRS 11.2025
VOYA FINANCIAL	12/4/2025	CashDisb	\$375.27	\$0.00	0	NOVEMBER 2025 CONTRIBUTION	VOYA FINANCIAL
VOYA FINANCIAL	12/4/2025	CashDisb	\$490.31	\$0.00	0	NOVEMBER 2025 457 VOL W/H	VOYA FINANCIAL 457
VRSA	12/11/2025	Check	\$0.00	\$7,776.00	22437		AP Checks 22420 - 22438
VUPS	12/11/2025	Check	\$0.00	\$27.60	22438		AP Checks 22420 - 22438
VUPS	12/30/2025	Check	\$0.00	\$33.60	22450		AP Checks 22439 - 22450



# MINERAL TOWN COUNCIL

## AGENDA ITEM REPORT

### Meeting Date: January 12, 2026

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**TO: Mineral Town Council**

**FROM: DMV Manager**

**SUBJECT: DMV Report**

**Background:**

Enclosed is the monthly DMV report

**Recommended Action:**

**Attachments:**

DMV Report



**Town Council Meeting**  
**January 2026**

Agenda Item: Monthly Report - Mineral DMV Select 361

Date: January 2026

Report Prepared By: Kendra Ellis

- December 2025 monthly revenue totals:
  - Total monthly revenue: \$502,359.15
  - Town *estimated* monthly revenue: \$24,764.89

<b>Monthly Revenue</b>		
<b>Month</b>	<b>Monthly Total</b>	<b>Estimated Town Revenue</b>
August 2025	\$632,883.21	\$31,199.36
September 2025	\$560,652.03	\$27,638.56
October 2025	\$549,864.34	\$27,106.76
November 2025	\$385,036.01	\$18,981.19

- 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.
- Friday, December 5, 2025 and Monday, December 8, 2025 the Mineral DMV Select office was closed due to inclement weather.

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



Town of  
**MINERAL**  
VIRGINIA

**Town Council Meeting**  
**January 2026**

Section H, Item 2.

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

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



# MINERAL TOWN COUNCIL

## AGENDA ITEM REPORT

### Meeting Date: January 12, 2026

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**TO: Mineral Town Council**

**FROM: Town Treasurer**

**SUBJECT: Treasurer's Report**

**Background:**

Enclosed is the monthly Treasurer's Report

**Recommended Action:**

**Attachments:**

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



# Town of Mineral

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

December 31, 2025

## Treasurer's Notes:

### Budget Analysis Report:

- All revenues and expenditures for the month of November 2025 are accurately reflected in this report
- Real Estate Tax, Personal property Tax, Vehicle License Fees, and Personal property Tax Relief accounts are set up on an accrual basis, which does not show the monthly amounts collected. The following are the amounts collected for 2024 and 2025:
  - 2024 Personal Property Taxes Collected = \$23,638.90 = 69.06%
  - 2024 Real Estate Taxes Collected = \$111,361.08 = 90.66%
  - 2025 Personal Property Taxes Collected = \$6618.61 = 16.97%
  - 2025 Real Estate Taxes Collected = \$25,523.80 = 18.11%

### Monthly Water Consumption:

- Our water purchase from LCWA is still down from previous months.

### Other Items:

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

Respectfully submitted,

Kelly Singletary, Treasurer

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<u>Reporting Fund: 100-GENERAL FUND</u>							
<u>0000-100-Revs</u>							
011000 NOTARY FEES	\$300.00	\$300.00	\$0.00	\$85.00	\$0.00	(\$215.00)	28
011000 FOIA REVENUE	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	(\$500.00)	0
011010 2023 & PRIOR REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	0
011010 2024 REAL ESTATE TAX	\$0.00	\$0.00	\$0.00	\$88.00	\$88.00	\$88.00	0
011010 2025 REAL ESTATE TAX	\$125,000.00	\$125,000.00	\$0.00	\$16,553.60	\$16,553.60	(\$108,446.40)	13
011020 CURRENT YEARS PUBLIC	\$8,500.00	\$8,500.00	\$0.00	\$1,785.37	\$0.00	(\$6,714.63)	21
011030 2023 & PRIOR PERS PR	\$500.00	\$500.00	\$0.00	\$261.87	\$0.00	(\$238.13)	52
011030 2024 PERSONAL PROPER	\$0.00	\$0.00	\$0.00	(\$4.18)	\$0.00	(\$4.18)	0
011030 2025 PERS PROP TAX R	\$25,000.00	\$25,000.00	\$0.00	\$5,312.76	\$0.00	(\$19,687.24)	21
011060 TAX PENALTY REAL EST	\$1,000.00	\$1,000.00	\$0.00	\$9.60	\$9.60	(\$990.40)	1
011060 TAX INTEREST REAL ES	\$1,000.00	\$1,000.00	\$0.00	\$9.60	\$9.60	(\$990.40)	1
011060 TAX PENALTY PERS PRO	\$500.00	\$500.00	\$0.00	\$36.02	\$9.82	(\$463.98)	7
011060 TAX INTEREST PERS PR	\$100.00	\$100.00	\$0.00	\$267.07	\$4.38	\$167.07	267
015100 INTEREST EARNED-LGIP	\$20,000.00	\$20,000.00	\$0.00	\$8,645.47	\$1,357.97	(\$11,354.53)	43
016099 TRASH REVENUE	\$1,100.00	\$1,100.00	\$0.00	\$1,055.10	\$182.50	(\$44.90)	96
019000 RETURN CHECK FEE	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$100.00)	0
120101 LOCAL SALES TAX REVE	\$40,000.00	\$40,000.00	\$0.00	\$27,351.44	\$4,362.74	(\$12,648.56)	68
120201 CONSUMER UTILITY TAX	\$1,100.00	\$1,100.00	\$0.00	\$315.40	\$40.96	(\$784.60)	29
120301 BUSINESS LICENSE REV	\$30,000.00	\$30,000.00	\$0.00	\$500.59	\$0.00	(\$29,499.41)	2
120501 VEHICLE LICENSE FEES	\$7,000.00	\$7,000.00	\$0.00	\$1,490.35	\$858.79	(\$5,509.65)	21
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	\$975.15	\$31.04	(\$1,024.85)	49
121101 MEALS TAX REVENUE	\$90,000.00	\$90,000.00	\$0.00	\$54,755.78	\$7,255.66	(\$35,244.22)	61
130306 ZONING PERMITS/FEE	\$1,500.00	\$1,500.00	\$0.00	\$1,200.00	\$100.00	(\$300.00)	80
150361 DMV SELECT REVENUE	\$500,000.00	\$500,000.00	\$0.00	\$168,982.01	\$20,751.18	(\$331,017.99)	34
189000 MISCELLANEOUS REVENU	\$1,000.00	\$1,000.00	\$0.00	\$1,316.82	\$0.00	\$316.82	132
189000 RENTAL REVENUE	\$1,300.00	\$1,300.00	\$0.00	\$770.00	\$330.00	(\$530.00)	59
220110 PPTR REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$4,415.72	\$0.00	\$4,415.72	0
220111 COMMUNICATION TAX RE	\$1,200.00	\$1,200.00	\$0.00	\$574.62	\$96.34	(\$625.38)	48
220112 CAR RENTAL DISTRIBUT	\$6,000.00	\$6,000.00	\$0.00	\$4,258.57	\$0.00	(\$1,741.43)	71
240407 LITTER GRANT	\$2,000.00	\$2,000.00	\$0.00	\$1,658.56	\$1,658.56	(\$341.44)	83
240412 VIRGINIA FIRE PROGRA	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	100
<b>0000-100-Revs</b>	<b>\$933,900.00</b>	<b>\$933,900.00</b>	<b>\$0.00</b>	<b>\$317,670.29</b>	<b>\$68,700.74</b>	<b>(\$616,229.71)</b>	<b>34</b>
<u>012110-100-COUNCIL AND MANAGER OFFICE</u>							
012110 WAGES/SALARIES	\$95,000.00	\$95,000.00	\$0.00	\$47,539.30	\$7,269.36	\$47,460.70	50
012110 FICA	\$7,668.00	\$7,668.00	\$0.00	\$3,326.88	\$505.49	\$4,341.12	43
012110 VRS	\$1,663.00	\$1,663.00	\$0.00	\$2,462.32	\$254.41	(\$799.32)	148
012110 401K EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$236.21	\$72.68	(\$236.21)	0
012110 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$590.59	\$181.72	(\$590.59)	0
012110 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$6,598.12	\$1,125.80	\$6,911.88	49
012110 GROUP LIFE INSURANCE	\$1,300.00	\$1,300.00	\$0.00	\$553.10	\$92.92	\$746.90	43
012110 DISABILITY INSURANCE	\$808.00	\$808.00	\$0.00	\$346.90	\$58.28	\$461.10	43
012110 PROFESSIONAL SERVICE	\$40,000.00	\$40,000.00	\$0.00	\$15,159.00	\$1,155.00	\$24,841.00	38
012110 COUNCIL COMPENSATION	\$7,200.00	\$7,200.00	\$0.00	\$3,500.00	\$500.00	\$3,700.00	49
012110 ADVERTISING/NOTICES	\$3,500.00	\$3,500.00	\$0.00	\$2,655.07	\$485.54	\$844.93	76
012110 TOWN INSURANCE (GF)	\$15,000.00	\$15,000.00	\$0.00	\$7,776.00	\$7,776.00	\$7,224.00	52
012110 CONFERENCE EXPENSES/	\$4,000.00	\$4,000.00	\$0.00	\$1,634.59	\$0.00	\$2,365.41	41
012110 MEMBERSHIP DUES	\$2,500.00	\$2,500.00	\$0.00	\$1,875.00	\$0.00	\$625.00	75
012110 MISCELLANEOUS EXPENS	\$250.00	\$250.00	\$0.00	\$1,318.09	\$0.00	(\$1,068.09)	22

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
012110 COUNCIL & PC PRINTIN	\$1,500.00	\$1,500.00	\$0.00	\$545.45	\$0.00	\$954.55	36
012110-100-COUNCIL AND MANAGER OF	\$193,899.00	\$193,899.00	\$0.00	\$96,116.62	\$19,477.20	\$97,782.38	50
012410-100-CLERK/TREASURER							
012410 WAGES/SALARIES	\$113,946.00	\$113,946.00	\$0.00	\$41,776.00	\$8,452.00	\$72,170.00	37
012410 FICA	\$8,717.00	\$8,717.00	\$0.00	\$3,146.91	\$597.52	\$5,570.09	36
012410 VRS	\$1,915.00	\$1,915.00	\$0.00	\$1,691.52	\$191.82	\$223.48	88
012410 401K EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$220.69	\$84.52	(\$220.69)	0
012410 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$361.79	\$111.32	(\$361.79)	0
012410 HEALTH PLAN	\$21,620.00	\$21,620.00	\$0.00	\$1,876.10	\$938.05	\$19,743.90	9
012410 GROUP LIFE INSURANCE	\$1,527.00	\$1,527.00	\$0.00	\$496.70	\$108.05	\$1,030.30	33
012410 DISABILITY INSURANCE	\$969.00	\$969.00	\$0.00	\$311.50	\$67.76	\$657.50	32
012410 PROFESSIONAL SERV A	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$15,000.00	0
012410 PROFESSIONAL SERV CP	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0
012410 POLICE AND LEGAL MAT	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
012410 WEB BASED SERVICES A	\$20,000.00	\$35,000.00	\$0.00	\$11,414.71	\$6,219.01	\$23,585.29	33
012410 COMPUTER LICENSES/SU	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0
012410 COPIER EXPENSE & LEA	\$5,000.00	\$5,000.00	\$0.00	\$3,085.16	\$0.00	\$1,914.84	62
012410 LATE FEES/PENALTIES	\$100.00	\$100.00	\$0.00	\$0.53	\$0.00	\$99.47	1
012410 BANK FEES	\$400.00	\$400.00	\$0.00	\$581.53	\$96.48	(\$181.53)	145
012410 POSTAGE	\$1,000.00	\$1,000.00	\$0.00	\$413.82	\$151.90	\$586.18	41
012410 TELECOMMUNICATIONS	\$7,000.00	\$7,000.00	\$0.00	\$4,513.44	\$752.89	\$2,486.56	64
012410 INTERNET EXPENSE	\$24,000.00	\$24,000.00	\$0.00	\$16,370.79	\$1,844.19	\$7,629.21	68
012410 EDUCATION/TRAINING	\$1,000.00	\$1,000.00	\$0.00	\$56.45	\$0.00	\$943.55	6
012410 MEMBERSHIP DUES	\$200.00	\$200.00	\$0.00	\$25.00	\$0.00	\$175.00	13
012410 SPECIAL EVENTS	\$12,000.00	\$12,000.00	\$0.00	\$2,997.20	\$2,158.97	\$9,002.80	25
012410 OFFICE SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$2,541.52	\$546.53	\$7,458.48	25
012410 PRINTING TAX BILLS	\$2,000.00	\$2,000.00	\$0.00	\$2,274.91	\$1,777.91	(\$274.91)	114
012410 UNIFORMS	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
012410-100-CLERK/TREASURER	\$271,394.00	\$271,394.00	\$0.00	\$94,156.27	\$24,098.92	\$177,237.73	35
031100-100-DMV							
031100 WAGES/SALARIES	\$147,414.00	\$147,414.00	\$0.00	\$72,076.52	\$11,103.10	\$75,337.48	49
031100 WAGES/SALARIES PT	\$30,529.00	\$30,529.00	\$0.00	\$14,861.13	\$2,543.62	\$15,667.87	49
031100 FICA EXPENSE	\$13,613.00	\$13,613.00	\$0.00	\$6,650.71	\$1,043.97	\$6,962.29	49
031100 VRS EXPENSE	\$3,324.00	\$3,324.00	\$0.00	\$1,132.00	\$115.02	\$2,192.00	34
031100 401K EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$311.15	\$99.31	(\$311.15)	0
031100 457 EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$69.54	\$21.51	(\$69.54)	0
031100 HEALTH PLAN	\$48,993.00	\$48,993.00	\$0.00	\$0.00	\$0.00	\$48,993.00	0
031100 GROUP LIFE INSURANCE	\$2,731.00	\$2,731.00	\$0.00	\$990.74	\$168.06	\$1,740.26	36
031100 DISABILITY INSURANCE	\$1,732.00	\$1,732.00	\$0.00	\$458.04	\$77.10	\$1,273.96	26
031100 COPIER EXPENSE	\$2,500.00	\$2,500.00	\$0.00	\$1,134.55	\$0.00	\$1,365.45	45
031100 EDUCATION/TRAINING	\$0.00	\$0.00	\$0.00	\$130.00	\$0.00	(\$130.00)	0
031100 OFFICE SUPPLIES	\$300.00	\$300.00	\$0.00	\$165.24	\$88.39	\$134.76	55
031100 EQUIPMENT/SUPPLIES	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0
031100-100-DMV	\$251,236.00	\$251,236.00	\$0.00	\$97,979.62	\$15,260.08	\$153,256.38	39
032100-100-PASS THRU - STATE FUNDS							
032100 FIRE PROGRAM FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	100
032100-100-PASS THRU - STATE FUNDS	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	100
043100-100-PUBLIC WORKS							
043100 WAGES/SALARIES PT	\$53,014.00	\$53,014.00	\$0.00	\$27,255.25	\$3,829.99	\$25,758.75	23

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
043100 FICA	\$4,056.00	\$4,056.00	\$0.00	\$2,085.26	\$293.03	\$1,970.74	51
043100 VRS	\$400.00	\$400.00	\$0.00	\$349.53	\$36.12	\$50.47	87
043100 401K EMPLOYER MATCH	\$0.00	\$0.00	\$0.00	\$117.39	\$36.12	(\$117.39)	0
043100 HEALTH PLAN	\$13,510.00	\$13,510.00	\$0.00	\$0.00	\$0.00	\$13,510.00	0
043100 GROUP LIFE INSURANCE	\$600.00	\$600.00	\$0.00	\$274.69	\$46.15	\$325.31	46
043100 DISABILITY INSURANCE	\$300.00	\$300.00	\$0.00	\$172.26	\$28.94	\$127.74	57
043100 VEHICLE/EQUIPMENT MA	\$1,000.00	\$1,000.00	\$0.00	\$1,146.88	\$289.86	(\$146.88)	115
043100 ELECTRICITY	\$15,000.00	\$15,000.00	\$0.00	\$6,317.65	\$2,139.09	\$8,682.35	42
043100 REPAIRS/MAINTENANCE	\$5,000.00	\$5,000.00	\$0.00	\$1,481.99	\$424.70	\$3,518.01	30
043100 EQUIPMENT/SUPPLIES	\$2,000.00	\$2,000.00	\$0.00	\$248.19	\$0.00	\$1,751.81	12
043100 SAFETY EQUIPMENT	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
043100 PARKING LOT/STREET/S	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0
043100 REFUSE COLLECTION/LA	\$10,500.00	\$10,500.00	\$0.00	\$5,019.38	\$710.64	\$5,480.62	48
043100-100-PUBLIC WORKS	\$106,380.00	\$106,380.00	\$0.00	\$44,468.47	\$7,834.64	\$61,911.53	42
045100-100-TOWN HALL/TOWN GARAGE EXPENSES							
045100 DEBT SVC USDA BLDG L	\$15,891.00	\$15,891.00	\$0.00	\$8,796.00	\$1,466.00	\$7,095.00	55
045100 CONTRACTED SERVICES	\$3,600.00	\$3,600.00	\$0.00	\$1,200.00	\$240.00	\$2,400.00	33
045100 ELECTRICITY	\$8,000.00	\$8,000.00	\$0.00	\$4,219.63	\$530.16	\$3,780.37	53
045100 UTILITIES - HEAT	\$4,000.00	\$4,000.00	\$0.00	\$2,730.03	\$1,398.89	\$1,269.97	68
045100 JANITORIAL SUPPLIES	\$3,000.00	\$3,000.00	\$0.00	\$636.24	\$31.68	\$2,363.76	21
045100 REPAIR/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$2,543.62	\$1,063.58	(\$1,543.62)	254
045100 ASSET MANAGEMENT	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0
045100-100-TOWN HALL/TOWN GARAGE	\$45,491.00	\$45,491.00	\$0.00	\$20,125.52	\$4,730.31	\$25,365.48	44
047100-100-REFUSE COLLECTION							
047100 STREET SWEEPING	\$1,000.00	\$1,000.00	\$0.00	\$589.00	\$0.00	\$411.00	59
047100 COMM DUMPSTER/TRASH	\$40,000.00	\$40,000.00	\$0.00	\$25,958.97	\$7,350.82	\$14,041.03	65
047100 VA LITTER CONTROL GR	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0
047100-100-REFUSE COLLECTION	\$43,000.00	\$43,000.00	\$0.00	\$26,547.97	\$7,350.82	\$16,452.03	62
050100-100-WHITLOCK FAMILY PARK AND LITTLE LEAGUE FIELD							
050100 CONTRACTED SERVICES	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
050100 MAINTENANCE - LANDSC	\$2,500.00	\$2,500.00	\$0.00	\$148.20	\$0.00	\$2,351.80	6
050100 FURNITURE/EQUIPMENT/	\$1,000.00	\$1,000.00	\$0.00	\$26.50	\$0.00	\$973.50	3
050100-100-WHITLOCK FAMILY PARK A	\$4,500.00	\$4,500.00	\$0.00	\$174.70	\$0.00	\$4,325.30	4
051100-100-BEAUTIFICATION							
051100 MISCELLANEOUS EXPENS	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
051100-100-BEAUTIFICATION	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
Reporting Fund: 100-GENERAL FUND							
FundRevTot	\$933,900.00	\$933,900.00	\$0.00	\$317,670.29	\$68,700.74	(\$616,229.71)	34
FundExpTot	\$933,900.00	\$933,900.00	\$0.00	\$394,569.17	\$93,751.97	\$539,330.83	42
Reporting Fund: 200-CEMETERY							
0000-200-Revs							
020000 CEMETERY PLOT REVENU	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	(\$20,000.00)	0
020000 HEADSTONE/NAME PLATE	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
020000 SITE/HEADSTONE MARKI	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	(\$2,000.00)	0
020000 CEMETERY INT-LGIP OP	\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$0.00	(\$9,000.00)	0
020000 CEMETERY INT-LGIP PE	\$9,700.00	\$9,700.00	\$0.00	\$0.00	\$0.00	(\$9,700.00)	0
0000-200-Revs	\$42,700.00	\$42,700.00	\$0.00	\$0.00	\$0.00	(\$42,700.00)	

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 200-CEMETERY</b>							
FundRevTot	\$42,700.00	\$42,700.00	\$0.00	\$0.00	\$0.00	(\$42,700.00)	0
FundExpTot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Reporting Fund: 500-WATER &amp; SEWER FUND</b>							
<b>0000-500-Revs</b>							
016099 SEWER REVENUE	\$110,000.00	\$110,000.00	\$0.00	\$74,953.12	\$12,021.72	(\$35,046.88)	68
016099 WATER REVENUE	\$240,000.00	\$240,000.00	\$0.00	\$124,294.06	\$19,952.43	(\$115,705.94)	52
016099 PROCESSING FEE	\$1,400.00	\$1,400.00	\$0.00	\$1,500.00	\$175.00	\$100.00	107
016099 WATER RECONNECT FEE	\$200.00	\$200.00	\$0.00	\$150.00	\$0.00	(\$50.00)	75
016099 CONNECTION FEE - WAT	\$30,000.00	\$30,000.00	\$0.00	\$33,900.00	\$0.00	\$3,900.00	113
016099 CONNECTION FEE - SEW	\$48,750.00	\$48,750.00	\$0.00	\$64,320.00	\$10,720.00	\$15,570.00	132
016099 PENALTY FEE W/S	\$2,000.00	\$2,000.00	\$0.00	\$2,625.00	\$475.00	\$625.00	131
016099 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	(\$3,000.00)	0
<b>0000-500-Revs</b>	<b>\$435,350.00</b>	<b>\$435,350.00</b>	<b>\$0.00</b>	<b>\$301,742.18</b>	<b>\$43,344.15</b>	<b>(\$133,607.82)</b>	<b>69</b>
<b>500100-500-WATER &amp; SEWER OPERATIONS</b>							
500100 DEBT SEVICE - USDA W	\$54,108.00	\$54,108.00	\$0.00	\$27,054.00	\$4,509.00	\$27,054.00	50
500100 CONTRACTED SERVICES	\$90,000.00	\$90,000.00	\$0.00	\$50,474.07	\$6,640.77	\$39,525.93	56
500100 WAGES AND SALARIES P	\$12,698.00	\$12,698.00	\$0.00	\$6,783.03	\$1,047.38	\$5,914.97	53
500100 FICA	\$971.00	\$971.00	\$0.00	\$518.87	\$80.12	\$452.13	53
500100 WATER AND SEWER DEPO	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0
500100 ENGINEERING/PROFESSI	\$30,000.00	\$30,000.00	\$0.00	\$9,033.20	\$9,033.20	\$20,966.80	30
500100 PRINTING COSTS	\$0.00	\$0.00	\$0.00	\$257.34	\$0.00	(\$257.34)	0
500100 ELECTRICITY	\$5,000.00	\$5,000.00	\$0.00	\$2,312.73	\$293.24	\$2,687.27	46
500100 MAILING COSTS	\$2,000.00	\$2,000.00	\$0.00	\$1,287.81	\$246.75	\$712.19	64
500100 EDUCATION/TRAINING/L	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0
500100 FEES AND DUES - LCWA	\$12,600.00	\$12,600.00	\$0.00	\$1,483.00	\$0.00	\$11,117.00	12
500100 MISS UTILITY COSTS	\$300.00	\$300.00	\$0.00	\$148.78	\$61.20	\$151.22	50
500100 REPAIRS/MAINTENANCE	\$1,000.00	\$1,000.00	\$0.00	\$2,257.54	\$882.34	(\$1,257.54)	226
500100 EQUIPMENT/SUPPLIES	\$4,000.00	\$4,000.00	\$0.00	\$4,633.16	\$689.40	(\$633.16)	116
500100 TESTING SUPPLIES/CHE	\$0.00	\$0.00	\$0.00	\$248.36	\$248.36	(\$248.36)	0
500100 WATER TESTING	\$6,000.00	\$6,000.00	\$0.00	\$1,191.73	\$0.00	\$4,808.27	20
500100 COUNTY WASTEWATER TR	\$110,000.00	\$110,000.00	\$0.00	\$59,556.30	\$9,506.24	\$50,443.70	54
500100 COUNTY WATER PURCHASES	\$97,173.00	\$97,173.00	\$0.00	\$95,528.85	\$5,421.27	\$1,644.15	98
500100 PLANT LAB SUPPLIES/C	\$1,000.00	\$1,000.00	\$0.00	\$299.71	\$0.00	\$700.29	30
500100 METER PURCHASES	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$4,500.00	0
<b>500100-500-WATER &amp; SEWER OPERATIO</b>	<b>\$435,350.00</b>	<b>\$435,350.00</b>	<b>\$0.00</b>	<b>\$263,068.48</b>	<b>\$38,659.27</b>	<b>\$172,281.52</b>	<b>60</b>
<b>Reporting Fund: 500-WATER &amp; SEWER FUND</b>							
FundRevTot	\$435,350.00	\$435,350.00	\$0.00	\$301,742.18	\$43,344.15	(\$133,607.82)	69
FundExpTot	\$435,350.00	\$435,350.00	\$0.00	\$263,068.48	\$38,659.27	\$172,281.52	60
<b>Reporting Fund: 600-CIP</b>							
<b>0000-600-Revs</b>							
015000 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$18,010.00	\$0.00	(\$26,990.00)	40
015000 CIP WATER FUND	\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$0.00	(\$25,000.00)	0
<b>0000-600-Revs</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$18,010.00</b>	<b>\$0.00</b>	<b>(\$51,990.00)</b>	<b>26</b>
<b>600100-600-CAPITAL PROJECTS FUND</b>							
600100 GENERAL EXPENSES - W	\$25,000.00	\$25,000.00	\$0.00	\$9,691.53	\$0.00	\$15,308.47	39
600100 VDH DRINKING WATER P	\$45,000.00	\$45,000.00	\$0.00	\$58,679.63	\$4,180.00	(\$13,679.63)	130
<b>600100-600-CAPITAL PROJECTS FUND</b>	<b>\$70,000.00</b>	<b>\$70,000.00</b>	<b>\$0.00</b>	<b>\$68,371.16</b>	<b>\$4,180.00</b>	<b>\$1,628.84</b>	<b>25</b>

## TOWN OF MINERAL

Fiscal Period - FY 25-26 Date Range - 2025-07-01 - 2025-12-31

Account	Original Budget	Amended Budget	Encumbered YTD	Activity YTD	Activity MTD	Current Balance	Used Pct
<b>Reporting Fund: 600-CIP</b>							
FundRevTot	\$70,000.00	\$70,000.00	\$0.00	\$18,010.00	\$0.00	(\$51,990.00)	26
FundExpTot	\$70,000.00	\$70,000.00	\$0.00	\$68,371.16	\$4,180.00	\$1,628.84	98
<b>Grand Totals:</b>							
TotalRev	\$1,481,950.00	\$1,481,950.00	\$0.00	\$637,422.47	\$112,044.89	(\$844,527.53)	43
TotalExp	\$1,439,250.00	\$1,439,250.00	\$0.00	\$726,008.81	\$136,591.24	\$713,241.19	50

### Monthly Water Consumption

Section H, Item 3.

<b>Time Period</b>	<b>Gallons Charged to TOM by LCWA</b>	<b>Gallons Billed to TOM Residents</b>	<b>% Water Loss</b>	<b>\$\$ Charged to TOM by LCWA</b>	<b>\$\$ Billed to TOM Residents</b>
12.20.2024-01.21.2025	2,294,200	1,805,819	21.3%	\$ 21,264.35	\$ 24,854.62
1.21.2025-2.21.2025	2,421,000	1,698,303	29.9%	\$ 22,400.25	\$ 23,475.67
2.21.2025-3.20.2025	1,748,100	1,335,016	23.6%	\$ 16,212.93	\$ 19,860.24
3.21.2025-4.21.2025	1,939,800	1,367,352	29.5%	\$ 17,992.15	\$ 19,875.71
4.21.2025-5.20.2025	1,922,400	1,664,830	13.4%	\$ 17,825.20	\$ 22,301.59
5.20.2025-6.20.2025	2,033,500	1,623,740	20.2%	\$ 18,852.88	\$ 22,858.14
6.20.2025-7.21.2025	1,919,700	1,431,971	25.4%	\$ 18,646.29	\$ 20,371.69
7.21.2025-8.20.2025	1,873,200	1,570,349	16.2%	\$ 18,236.61	\$ 21,847.64
8.20.2025-9.22.2025	1,913,200	1,533,077	19.9%	\$ 18,577.17	\$ 21,376.99
9.22.2025-10.20.2025	1,617,400	1,315,686	18.7%	\$ 15,704.95	\$ 19,642.20
10.20.2025-11.20.2025	553,700	1,492,581	-169.6%	\$ 5,421.27	\$ 21,218.46
11.20.2025-12.22.2025	844,400	1,362,280	-61.3%	\$ 8,423.96	\$ 20,031.85
<b>TOTALS</b>	<b>21,080,600</b>	<b>18,201,004</b>		<b>\$ 199,558.01</b>	<b>\$ 257,714.80</b>

## Monthly Sewer Usage

Section H, Item 3.

<b>Time Period</b>	<b>Gallons Charged to TOM by LCWA</b>	<b>Gallons Billed to TOM Residents</b>	<b>% Sewer Loss</b>	<b>\$\$ Charged to TOM by LCWA</b>	<b>\$\$ Billed to TOM Residents</b>
12.31.2024-1.31.2025	828,450	861,477	-4.0%	\$ 11,347.48	\$ 15,568.92
1.31.2025-2.28.2025	1,709,162	829,001	51.5%	\$ 23,404.43	\$ 14,776.03
2.28.2025-3.31.2025	901,437	571,917	36.6%	\$ 12,346.67	\$ 11,385.44
3.31.2025-4.30.2025	970,024	712,254	26.6%	\$ 13,285.63	\$ 11,538.94
4.30.2025-5.30.2025	1,032,606	693,358	32.9%	\$ 14,142.38	\$ 11,780.50
5.30.2025-6.30.2025	729,750	682,971	6.4%	\$ 9,996.28	\$ 12,936.18
6.30.2025-7.31.2025	866,850	650,223	25.0%	\$ 12,462.63	\$ 12,245.42
7.31.2025-8.31.2025	747,900	769,187	-2.8%	\$ 10,747.32	\$ 13,849.51
8.31.2025-9.30.2025	590,250	730,350	-23.7%	\$ 8,481.89	\$ 13,088.74
9.30.2025-10.31.2025	580,650	602,684	-3.8%	\$ 8,343.94	\$ 12,036.56
10.31.2025-11.30.2025	661,116	694,222	-5.0%	\$ 9,506.24	\$ 12,777.48
11.30.2025-12.31.2025	672,130	624,271	7.1%	\$ 9,664.51	\$ 12,211.14
<b>TOTALS</b>	<b>10,290,325</b>	<b>8,421,915</b>		<b>\$ 143,729.40</b>	<b>\$ 154,194.86</b>



# Town of Mineral

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

## Summary of Bank Balances As of 12.31.2025

Blue Ridge Bank Operating Account	\$211,232.32
Blue Ridge Bank/Spring Grove Operating Account	\$ 81,297.80
LGIP Town of Mineral Investment Account	\$410,151.89
LGIP Spring Grove Cemetery Perpetual Account	\$248,219.21
LGIP Spring Grove Cemetery Operating Account	\$228,775.91



# MINERAL TOWN COUNCIL

## AGENDA ITEM REPORT

### Meeting Date: January 12, 2026

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**TO:** Mineral Town Council  
**FROM:** Town Manager  
**SUBJECT:** Town Manager Report

**Background:**

Enclosed is the monthly Town Manager Report

**Recommended Action:**

**Attachments:**

Town Manager Report



# Town Council

## REPORT SUMMARY

Meeting Date: January 12, 2025

**TO: Town of Mineral Council**

**FROM: Nicole Washington, Town Manager**

**SUBJECT: Manager Report**

### HAPPY NEW YEAR!

As we move into a new year, my hope is that we can reset our minds and move into a more positive environment. I wanted to share a message with Council, staff and the citizens. I am committed to working collaboratively with elected officials, staff, and the community to advance the town's initiatives. We can do this by fostering open communication, teamwork, and a shared sense of purpose, we can effectively address challenges and make steady progress toward our goals. Through cooperation and mutual respect, the town is well positioned to implement its initiatives in a way that strengthens services, supports responsible growth, and enhances the quality of life for all residents.

#### **Division updates:**

##### **Finance**

1. Audit for FY2023- In process
2. Reviewing the current budget and looking at next year's budget estimates

##### **Park Update**

1. Luck Field bathrooms – No update
2. Lights for the park – Planning to submit this with next years CIP budget.

##### **Water/Sewer**

1. Well 6 –The path has been cleared for Well 6. Royal, Pump and Well (our well contractor) will be here to start the evaluation of Well 6 that will tell us the GPM (Gallons Per Minute, it will produce).
2. The next step is the engineering phase. During this process the proposed location (near well 6) is reviewed. An evaluation of test is done to see if there is an aquifer and then drilling. The engineer will design the well and at that phase the Town will have estimated costs.
3. Projects to start soon are the sewer line on W 8<sup>th</sup> Street, and Mineral Ave water repair

##### **CivicPlus – Town of Mineral's website host**

1. Notifications – Press releases, Announcements, Events. Citizens can sign-up for notifications at [townofmineral.com](http://townofmineral.com)
2. Soon citizens will be able to register for text notifications, this will allow them to receive messages on their phone as soon as we send them out.



# MINERAL TOWN COUNCIL AGENDA ITEM REPORT

## Meeting Date: January 12, 2026

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**TO: Mineral Town Council**

**FROM: Town Manager**

**SUBJECT: Calendar Events**

**Background:**

Enclosed is the monthly Town Manager Report

**Recommended Action:**

Approve or amend calendars as presented

**Attachments:**

2026 Holiday Calendar

2026 Mineral Town Council Meeting Dates



# Town of Mineral

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

## Holiday Schedule 2026

Thursday & Friday January 1 & 2	New Year's Day
Monday, January 19	Martin Luther King, Jr., Day
Monday, February 16	President's Day
Monday, May 25	Memorial Day
Friday, June 19	Juneteenth Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Monday, October 12	Columbus Day & Yorktown Victory Day
Tuesday, November 3	Election Day
Wednesday, November 11	Veteran's Day
Wednesday, November 25	Close at 12:00 PM for Thanksgiving
Thursday and Friday, November 26 & 27	Thanksgiving
Thursday and Friday, December 24 & 25	Christmas
Thursday, December 31	Close at 12:00 PM for New Year's Eve

Additional closings by Louisa County or the State of Virginia will amend this calendar. The Town Manager reserves the right to approve additional closings.



# Town of Mineral

P.O. Box 316  
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Phone 540-894-5100

## Mineral Town Council 2026 Meeting Dates

Monday, January 12, 2026

Monday, February 9, 2026

Monday, March 9, 2026

Monday, April 13, 2026

Monday, May 11, 2026

Monday, June 8, 2026

Monday, July 13, 2026

Monday, August 10, 2026

Monday, September 14, 2026

Tuesday, October 13, 2026

Monday, November 9, 2026

Monday, December 14, 2026