

Town of Mineral

P.O. Box 316

312 Mineral Avenue

Mineral, Virginia 23117

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clerk@townofmineral.com

Town of Mineral Council Meeting Agenda

August 9, 2021

7:00PM

To participate via teleconference dial 1-470-242-8457 pin 127-583-918#

	Roll Call
TAB A	Adopt/Amend Agenda
TAB B	Public hearing Closing of Alley
TAB C	Public hearing Ordinance Zoning changes
TAB D	Public hearing Check signing Public Comments
TAB E	Approval of July 2021 Council Meeting Minutes
TAB F	Approval of August 2021 Bills to Be Paid
TAB G	Town Manager's Report
TAB H	Town Attorney's Report
	<u>Standing Committee Reports</u>
	Auditor Committee
	Beautification/Anti-Litter Committee
	Building Committee
	Budget & Finance Committee
	Cemetery Committee
	Communication Committee
	Economic Development Committee
	Personnel Committee
	Planning Commission Updates
	Police & Legal Matters Committee
	Streets Committee
	Water & Sewer Committee
	<u>Old Business</u>
	Reconsider Town Charter annulment
	Planning Commission requirements – seats
	DMV Clerk staffing adjustment (PT/FT)
	Special Projects Coordinator-Staffing Adjustment/New Position
	Part-Time Maintenance Worker-Vacant Staffing Position Advertisement
	Processing fee -\$25.00
	<u>New Business</u>
	PPTRA – 32.42%
	BZA Appointments
TAB I	Hometown Parade
TAB J	Communications Committee update website
	Appointment of ad hoc committee to review town code and develop bylaws/rules of order
	Political signs

Closed Session

Personnel

Town Council meets for its regular session on the second Monday of each month at 7:00 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.

Pam Harlowe, Mayor · Thomas Runnett, Vice Mayor.

**Roy McGehee · Edward Kube · David Lawson · Ed Jarvis. Tony Henshaw. Town Manager · Ti-Lea Downing, Treasurer/Clerk Lisa Yates
Andrea Erard, Town Attorney**

ORDINANCE NO. 2021-___ AMENDS THE MINERAL TOWN CODE, CHAPTER 425, "ZONING," ARTICLE II, "RESIDENTIAL LIMITED DISTRICT," SECTION 425-5, "AREA REGULATIONS," AND ARTICLE III, "RESIDENTIAL GENERAL DISTRICT," SECTION 425-15, "AREA REGULATIONS" TO MODIFY THE MINIMUM LOT SIZE FOR SINGLE FAMILY DWELLINGS IN THE RESIDENTIAL LIMITED DISTRICT AND RESIDENTIAL GENERAL DISTRICTS. ORDINANCE NO. 2021-___ ALSO IMPLEMENTS A REQUIREMENT FOR A PLAYGROUND, GREEN SPACE OR RECREATIONAL ARE IN MULTI-FAMILY DWELLINGS OR APARTMENTS. ORDINANCE NO. 2021-___ IS CONSIDERED PURSUANT TO THE GRANT OF AUTHORITY IN VA CODE §§15.2-2200, 15.2-2280, 15.2-2285 & 15.2-2286.

§ 425-5. Area regulations.

- A. All dwellings and buildings in this district shall be served by a public or private water system.
- B. ~~For residential lots served by public water and sewage disposal systems, the minimum lot area shall be not less than 20,000 square feet.~~
- C. ~~For single-family dwellings on residential lots served by a public water system but having individual sewage disposal, the minimum lot area shall be not less than five times the floor area of the first or ground level or footprint of the dwelling 20,000 square feet, and sufficient for subject to Health Department approval of a septic system. Any floor above the first or ground floor shall not exceed the size of the first or ground floor. For permitted uses, other than residential, utilizing individual sewage disposal systems, the required area for any such use shall be determined by the Louisa County Health Department, but not less than 20,000 square feet.~~
- D. ~~For single family dwellings on residential lots served by public sewage, (The lot area shall be at least five times the square footage of the floor area of any such dwelling or other building constructed on said lot, the floor area to be the total floor area of the the ground floor floor on each story of such dwelling and any other building.~~

§ 425-15. Area regulations.

- A. All dwellings and buildings in this district shall be served by a public or private water system.
- B. ~~Residential lots served by public water and sewage disposal systems.~~
 1. ~~For residential lots served by public water and sewage disposal systems, the lot area shall not be less than:~~
 - a. ~~One unit: 15,000 square feet.~~

- b. ~~Two units: 17,000 square feet.~~
- c. ~~Three units: 19,000 square feet.~~
- d. ~~For each additional unit above three: 2,000 square feet.~~

2. ~~All these subject to Health Department approval.~~

- C. For permitted uses other than residential utilizing individual sewage disposal systems, the required area for any such use shall be determined by the Health Department, but in no case less than 15,000 square feet.
- D. The lot area shall be at least five times the square footage of the floor area of any such dwelling or other building constructed on said lot, the floor area to be the total floor area of the floor on each story of such dwelling and any other building.
- E. Multifamily dwellings, apartments or other buildings that will house children will need to include provisions for a playground, green space, or recreational area and will require the approval of the planning commission upon receipt of the plans in keeping with the Town's
- F. Comprehensive Plan for the purpose of maintaining the Town's historic image while fostering growth and maintaining a clean and healthy appearance under the age of 16 years, in addition to the other requirements set forth herein, shall establish a recreational and playground area on the premises consisting of an area of at least 1,000 square feet for each child under the age of 16 years that the Planning Commission and the Town Council determine will likely occupy such buildings, and if such playground or recreational area is in a heavily congested area, the Council of the Town of Mineral may require that such area be fenced or supervised by the owner of such multifamily dwelling or apartment.

ORDINANCE NO. ___-2021

ORDINANCE NO. ___-2021 MODIFIES SECTION 32-2 "EXECUTION OF CHECKS FOR DISBURSEMENT OF TOWN FUNDS" OF THE MINERAL TOWN CODE TO CLARIFY PERSONS AUTHORIZED TO SIGN CHECKS ON BEHALF OF THE TOWN.

BE IT ORDAINED by the Mineral Town Council, that section 32-2, "Execution of checks for disbursement of Town funds" shall be amended to read as follows:

§ 32-2. Execution of checks for disbursement of Town funds.

All checks issued by the Town shall be signed by the Town Treasurer, or in the absence or unavailability of the Town Treasurer, the Town Manager. All checks issued by the Town shall also be signed by the Mayor, or in the absence or unavailability of the Mayor, the Vice-Mayor.



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Pam Harlowe, Mayor
Ed Jarvis
Edward Kube
Roy McGehee
William Thomas
Tommy Runnett
Ti-Lea Downing, Town Manager
Andrea Erard, Town Attorney

Town of Mineral Council Meeting
Monday, July 22, 2021
7:00pm

COUNCIL MEMBERS: Mayor Pam Harlowe, Edward Kube, Roy McGehee, David Lawson

TELECONFERENCE: Doswell Peters, Roy Payne

ABSENT: Ed Jarvis, Tom Runnett

STAFF MEMBERS: Ti-Lea Downing, Town Manager Ron Chapman, Town Employee

PUBLIC: Brian Thaler, Susan Bradford, Joe Bradford, Jessie Leake, Becky McGhee, Brianna and Josh Uhlman, Blair Nipper, Julie Smith, Sara Guerre, Chris Guerre

Special Session of Town Council RE: Motion to dissolve Town Charter

The Mayor opened the session with the Pledge Of Allegiance.

The floor was opened to remarks from the public.

Brian Thaler spoke against the referendum to dissolve the Town Charter. He stated he is shocked to hear that anyone would want to dissolve the town. He claimed this town is a diamond in the rough, gorgeous and wonderful. He raised the questions: How did this come up? What reasons were had for making the motion? He raised the question as to why we have had to appoint 3 members to the Council in rapid succession? Dissolving the Town Charter would destroy the small town community, it would eliminate the benefits of being a historic district, and would result in the Town becoming just another part of Louisa County.

Chris Guerre spoke to keep the Town of Mineral. He spoke passionately of seeing the town move forward, make progress and move in the right direction.

Blair Nipper spoke against the motion to dissolve the Town. She moved here recently and wants to see the town succeed. She spoke to the need to find revenue to increase what the Town Council is able to do for the Town. She raised questions on the legitimacy of the motion, and the process having already started without the knowledge of the Mayor. She spoke of the need for change, progress, and assuring that the Town Council be comprised of people who want to see the Town progress. Blair also raised the question as to why the two Council members who made the motion were not in attendance, and what ramifications were possible.

Roy Tate spoke against the referendum citing that this would destroy 120 years of history. He has lived here since 1958 and doesn't want to see the Town dissolved.

Julie Smith, owner of the Mineral Mercantile, also spoke against the motion.

Becky McGhee raised the issue regarding the absence of members who enacted the motion, and started the process, calling them cowards, and calling for people to get involved and make the necessary changes to the Council at our next election.

The Mayor spoke to the reasons cited for the motion, stating that it was thought the Town was diminishing, there was no plan, and that the Council did not provide any services to the Town. She went on to refute those charges by listing numerous examples of businesses in Town, trash and street lights, the Farmers Market, Post Office, etc. She spoke to her opposition to dissolve the Charter.

Roy McGehee spoke, stating that originally he voted for the annulment. After taking time to think about it plans to reverse his vote, calling for a motion to annul the process in the upcoming regular session on August 9th. He apologized for his original "yes" vote, and expressed his adulation that so many people were able to come out to the Special Session and make their voice heard.

David Lawson stated he is "unapologetically against the dissolution of the town". He stated he is a "come here" but by design. He chose to reside in the Town of Mineral and does not want to see it dissolved. He stated it is hard to support something that doesn't exist.

Ed Kube spoke against the dissolution of the charter. He thanked everyone for coming out in support of the Town, and for speaking against the motion to dissolve the Town. He spoke of the potential for Louisa County to deem Mineral a Special Debt District, and charge the outstanding debt of the Town back to the taxpayers for up to twenty years.

The Mayor made closing remarks reiterating that no decisions could be made due to absent Council Members, but she was glad to see so many people at the meeting to get involved.

The Mayor closed the public meeting.



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Town of Mineral Council Meeting
Monday, July 12, 2021
7:00pm

COUNCIL MEMBERS: Mayor Pam Harlowe, Ed Jarvis, Edward Kube, Roy McGehee, Tommy Runnett, David Lawson

PRESENT: Andrea Erard; Town Attorney

TELECONFERENCE:

ABSENT:

STAFF MEMBERS: Ti-Lea Austin; Town Manager Lisa Yates; Town Clerk

PUBLIC: Joseph Haney, Shannon Hawkins

Public hearing Ordinance Zoning changes:

There was not a quorum, it will be readvertised for next months meeting

Public hearing Ordinance Clutter:

Mayor Pam Harlowe opened public hearing

There were no public comments

Mayor Pam Harlowe closed public hearing

Adopt/Amend July 2021 Agenda:

Mr. Runnett made a motion to approve the June 2021 agenda as amended, seconded by Mr. Lawson, motion passed with all in favor.

Approval of the June 14, 2021 Minutes:

Mr. Runnett made a motion to approve the June 14, 2021 minutes as amended, seconded by Mr. Kube, motion passed with all in favor.

Approval of the June 28, 2021 Minutes:

Mr. Runnett made a motion to approve the June 28, 2021 minutes as presented, seconded by Mr. Jarvis, motion passed with all in favor.

Approval of the July 2021 Bills to be paid:

Mr. Runnett made a motion to approve the July 2021 bills to be paid as presented, seconded by Mr. Lawson , motion passed with all in favor.

Town Manager's Report: In addition to the Town Manager report, the Town Manager stated that the water tank has had its annual cleaning and everything looks good. The water deposit refunds are being processed, with over 200 being done and approximately 90 still needing to be processed.

Town Attorney's Report: The Town Attorney reported it is possible under state law to reduce the planning commission to five people which would make it easier to get a quorum if that is something that the Council would like to consider.

Standing Committee Reports:

Auditor Committee: Mr. Kube reported he will stay in touch with Robinson Farmer and Cox to make sure they provide us with their recommended version of the employee handbook update and updated job descriptions. Discussion was had on what the status was on the new accounting software.

Beautification/Anti-Litter Committee: Mr. Kube reported that he is going to check on the cost of banners to place up and down Mineral Avenue. A volunteer is needed for the Town sign flower bed that Mr. Warlick had previously been maintaining.

Building Committee: Mr. Kube asked the Town Manager what the status was of the occupancy of old Town Office building. She confirmed that they are still paying rent and there is a sign on the door that reads please wear face masks.

Budget & Finance Committee: Mr. Runnett reported that a special meeting was held by the Budget & Finance Committee, and everything balanced out. He stated there will be money from budget year 2021 that will need to be moved to 2022 budget.

Cemetery Committee: Mr. Runnett reported that the grass was starting to brown out. There has been no reply from the contractor that was awarded the bid to do work at the Cemetery. The Town Manager stated she would reach out to another contractor.

Communications Committee: Mr. Kube stated he was working on two particular items, one was the web page for the Town that needs updated, and two a communication system for the Council chambers and the foyer so we can communicate better with people virtually and in the foyer. Mr. Kube confirmed that the new employee Ron Chapman will be the liaison for updating and maintaining the Town web page.

Economic Development Committee: No report.

Personnel Committee: No report.

Planning Commission Committee: No report. Discussion was had on changing the zoning code for the Planning Commission.

Police and Legal Matters Committee: No report.

Streets Committee: Mr. Runnett reported that the road work that was not done from 2nd street to the end of Albemarle Avenue and from the town limits over to 3rd street and Piedmont Avenue because the monies was carried over from VDOT but no action was taken to reallocate it through the board of supervisors, so the Town needs to go back and get them to reallocate and then VDOT said we can put it back on for next year.

Water & Sewer Committee: Mr. Runnett reported that the water leak at 3rd Street and Piedmont Avenue will be worked on this week. Mrs. Dodd has pointed out that her driveway needs repair from water/sewer repairs that were done by the Town years ago.

Old Business:

Rollin Wheels: The Town Manager talked to Rollin Wheels about cleaning up around their business, and they have removed some vehicles. Discussion was had on how to communicate, and to who, to get the rest of the clutter picked up.

Closing of alley Kermit Greene:

Mr. Runnett made a motion to have a public hearing to close the alley on half of the block that Kermit Greene lives on, seconded by Mr. McGehee motion passed with all in favor.

Ordinance clutter: Mr. Lawson requested that the lawyer explain to him what the definition of clutter was. The Town Attorney responded that clutter is more intended for miscellaneous house hold items and not vehicles and such.

Mr. Kube made a motion for a revision to the ordinance to include clutter seconded by Mr. Jarvis motion passed with all in favor.

Town Charter: Mr. Jarvis stated that there has been talk as to why the Town still has a charter since the Town does not have a police force, school system or court system. At last months Council meeting it was voted to pass the budget that went over a million dollars. If the charter is annulled the things that the Town owns would be given to the County such as we wouldn't have Town Council, we wouldn't have taxes to collect. Mr. Jarvis volunteered to contact the County and will let Council know when it is scheduled for.

Mr. Jarvis made a motion to start action to annul the Town of Mineral charter for the purposes of no longer being a town incorporated. Mr. Runnett seconded the motion, motion passed with 3-2-0 with Mr. Runnett, Mr. McGehee and Mr. Jarvis voting yes and Mr. Kube and Mr. Lawson voting no.

Check signing/audit finding:

Mr. Runnett made a motion to require one signature from town employee and one from a council member when signing checks.

Mr. Runnett withdrew his motion and opened the floor up for discussion.

Mr. Kube made a motion to hold a public hearing to establish that all checks for the Town are to be signed by two people that the town treasurer sign all checks except in her absence the town manager can sign, and the second signature will be signed by the Mayor or the Vice Mayor, seconded by Mr. Lawson, motion passed 4-0-1 with Mr. McGehee, Mr. Kube, Mr. Lawson and Mr. Runnett voting yes and Mr. Jarvis abstaining.

New Business:

DMV operations: Shannon Hawkins reported that after some discussion with the DMV clerks and DMV not wanting customers to wait in line for hours at a time or waiting in their cars, it was decided they would like to change to appointments versus first come

first serve basis. Shannon also reviewed with Council the different software options that are available that can be utilized to change to appointment only. Discussion was had on how to advertise the change and which appointment system to use.

Mr. Lawson made a motion to move to an appointment system for services for the DMV Select Office effective Monday August 2, 2021, seconded by Mr. Runnett, motion passed with all in favor.

Derelict properties: Mr. Kurtz wanted to know if his property was cleaned up once, will he have to keep it cleaned up from now on. The owners of the property over by the ball field, are waiting on the zoning ordinance change, if it passed tonight, they were going to come in tomorrow with an application to start fresh.

Resignation of Dr. William Thomas:

Mr. Jarvis made a motion to accept Dr. William Thomas resignation, seconded by Mr. McGehee motion passed with all in favor.

Mr. Jarvis made a motion to appoint Tony Henshaw to Council to fill Dr. William Thomas seat, Mr. Lawson seconded the motion, motion passed 4-0-1 with Mr. Jarvis, Mr. McGehee, Mr. Lawson, and Mr. Runnett voting yes and Mr. Kube abstaining.

Mr. Jarvis made a motion to appoint Mr. Runnett to Vice Mayor seconded by Mr. Lawson, motion passed with all in favor.

Mr. Lawson made a motion to go into closed session 2.2-3711(A)(1) for the discussion of the annual performance goals of the Town Manager, seconded by Mr. Kube , motion passed with all in favor.

Mr. Jarvis made a motion to go back in open session, seconded by Mr. McGehee motion passed with all in favor.

Certification that only what was announced was discussed

Ed Jarvis/Yes

Roy McGehee/Yes

Edward Kube/Yes

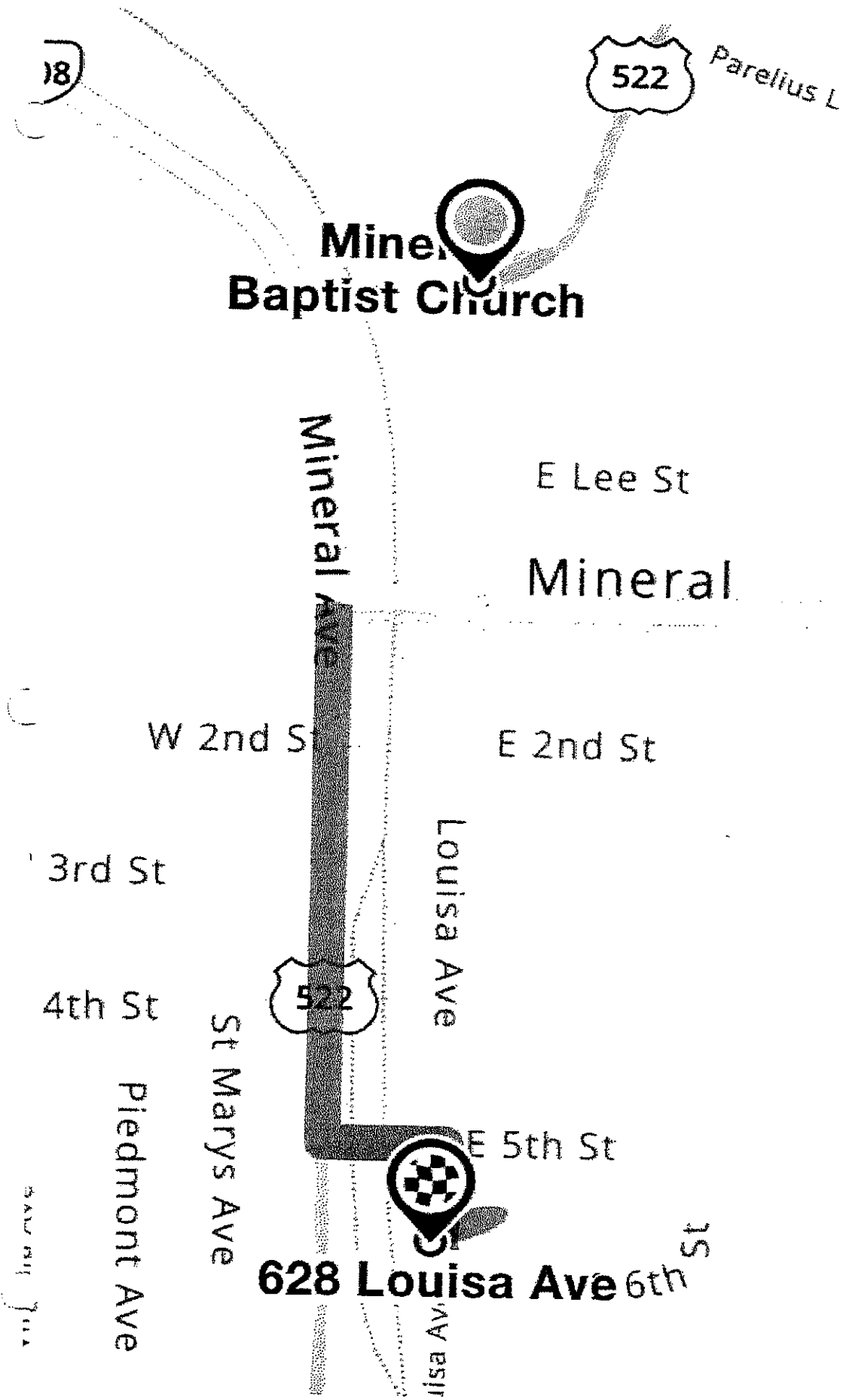
Pam Harlowe/Yes

Tommy Runnett/Yes

David Lawson/Yes

Adjourn:

*Motion to adjourn the meeting was made by Mr. Runnett, seconded by Mr. Kube ,
motion passed with all in favor.*



Mineral Baptist Church

628 Louisa Ave

Town of Mineral Website Update

29 July 2021

OVERVIEW

To update and make relevant changes to the current website. Make the website more than a portal of information, make it eye catching, engaging, and a place to learn about the Town Of Mineral.

GOALS

1. Streamline the overall look and feel of the website
2. Update information contained in the website (ie current Town Council pictures)
3. Create a look and feel that entices people to look more

SPECIFICATIONS

**See list provided by Ed Kube

Update Town Council Page. Uniform pictures, in front of the TOM sign. Use current contact information.

Add information about what each Committee/Commission does.

Update Spring Grove page with current photos of the grounds. Remove DMV information from the bottom of the page

Complete the Business Directory. Add photos of businesses, contact info, and a little about the services they offer. (Web links to those who have websites)

Remove outdated "news" and add current happenings

Update DMV Select page. Current photos and appointment process

Add a visit counter

Update the events calendar

MILESTONES

Phase One

To update outdated information. Check for spelling errors and programming errors. Implement changes to format and layout - making it more user friendly

Phase Two

Update layout, making the site more streamlined and up to date. Update and maintain current events and happenings. Integrate the website with conferencing ability (for Council Meetings etc).

Reference Point

Roanoke Website

Town of Gordonsville Website

Consolidated Working Budget - Revenue

July 1, 2020 - June 30, 2021

6/1/2021 -Final

OPERATING REVENUE	2020 ACTUAL	2020 BUDGET	2020 Remaining	%
GENERAL				
Anti-Litter Grant	\$ 935.00	\$ 1,000.00	\$ 65.00	94%
Bank Stock Tax	\$ 47,659.00	\$ 45,000.00	\$ (2,659.00)	106%
Beautification		\$ -	\$ -	0%
BPOL Tax	\$ 20,455.50	\$ 35,000.00	\$ 14,544.50	58%
Building Zoning applications	\$ 1,300.00	\$ 500.00	\$ (800.00)	260%
Bush Hog Service		\$ 300.00	\$ 300.00	0%
DMV Select Revenue	\$ 375,953.53	\$ 175,000.00	\$ (200,953.53)	215%
Employee Ins. Reimbursement	\$ 7,805.71	\$ 23,277.60	\$ 15,471.89	34%
Employee VRS Reimbursement	\$ 9,513.03	\$ 10,809.55	\$ 1,296.52	88%
Employee Afiac Reimbursement	\$ 4,995.28	\$ 7,000.00	\$ 2,004.72	71%
Fines & Penalties	\$ 2,929.65	\$ 1,000.00	\$ (1,929.65)	293%
Fire Programs Income	\$ 15,000.00	\$ 10,000.00	\$ (5,000.00)	150%
Grant Income	\$ 483.03	\$ 1,000.00	\$ 516.97	48%
Interest Income	\$ 463.82	\$ 3,500.00	\$ 3,036.18	13%
Local Sales Tax	\$ 42,512.53	\$ 35,633.54	\$ (6,878.99)	119%
Meals Tax	\$ 45,287.89	\$ 56,087.60	\$ 10,799.71	81%
Miscellaneous Income	\$ 35.52	\$ 1,000.00	\$ 964.48	4%
Notary Services	\$ 205.00	\$ 300.00	\$ 95.00	68%
Personal Property Tax	\$ 24,628.76	\$ 17,000.00	\$ (7,628.76)	145%
Postage Reimbursement	\$ 7.15	\$ 100.00	\$ 92.85	7%
Public Service Corp. Tax	\$ 9,036.87	\$ 8,500.00	\$ (536.87)	106%
Real Estate Tax	\$ 100,987.26	\$ 93,385.62	\$ (7,601.64)	108%
Rental Income	\$ 4,500.00	\$ 4,500.00	\$ -	100%
Rolling Stock Tax		\$ 1,200.00	\$ 1,200.00	0%
Tax overpayment	\$ 1,595.76	\$ 500.00	\$ (1,095.76)	319%
Transient Occupancy Tax	\$ 2,066.04	\$ 2,000.00	\$ (66.04)	103%
Vehicle Tax	\$ 6,350.00	\$ 7,000.00	\$ 650.00	91%
Salary reimbursement from cemetery		\$ 13,586.98	\$ 13,586.98	0%
Capital fund carry over			\$ -	
COVID Cares	\$ 44,496.00		\$ (44,496.00)	
COVID Cares Utility Funds	\$ 13,086.69		\$ (13,086.69)	
General Operating Revenue	\$ 782,289.02	\$ 554,180.89	\$ (228,108.13)	141%
CEMETERY				
Cemetery Income	\$ 41,128.04	\$ 35,000.00	\$ (6,128.04)	-671%
Interest Income	\$ -	\$ 100.00	\$ 100.00	0%
Cemetery Operating Revenue	\$ 41,128.04	\$ 35,100.00	\$ (6,028.04)	-682%
WATER & SEWER				
Connection Fee Water	\$ 26,000.00	\$ 4,000.00	\$ (22,000.00)	-118%
Connection Fee Sewer	\$ 16,000.00	\$ 8,000.00	\$ (8,000.00)	50%
Water and Sewer Sales	\$ 218,586.99	\$ 250,000.00	\$ 31,413.01	696%
Transfer revenue from DMV	\$ 200,000.00	\$ 200,000.00	\$ -	100.0%
Water Deposits	\$ 2,477.60	\$ 3,000.00	\$ 522.40	474%
W&S Operating Revenue	\$ 463,064.59	\$ 465,000.00	\$ 1,935.41	23926%
TOTAL OPERATING REVENUE	\$ 1,286,481.65	\$ 1,054,280.89	\$ (232,200.76)	
CAPITAL REVENUE				
Transfer from sewer reserve		\$ 10,000.00	\$ 10,000.00	0%
Carry over from 2019/2020 budget		\$ 2,816.46	\$ 2,816.46	0%
Transfer from general operating fund		\$ 1,633.54	\$ 1,633.54	0%
		\$ 14,450.00	\$ 14,500.00	0%
TOTAL REVENUE	\$ 1,286,481.65	\$ 1,068,730.89	\$ (217,750.76)	120%
TOTAL EXPENSES	\$ 1,107,637.29	\$ 1,068,730.89	\$ (38,906.40)	104%

8/6/2021

Consolidated Working Budget - Expense

July 1, 2020 - June 30, 2021

OPERATING EXPENSES	2020 ACTUAL	2020 BUDGET	2020 REMAINING	%
<i>GENERAL & OVERHEAD</i>				
Advertising	\$ 2,602.21	\$ 3,000.00	\$ 397.79	86.7%
Audit	\$ 10,000.00	\$ 10,000.00	\$ -	100.0%
Bank Charges	\$ 40.00	\$ 50.00	\$ 10.00	80.0%
Beautification	\$ 1,088.48	\$ 3,000.00	\$ 1,911.52	36.3%
Council/Mayor Salary	\$ 6,800.00	\$ 6,000.00	\$ (800.00)	113.3%
Dues/Permits/Licenses	\$ 4,369.00	\$ 3,500.00	\$ (869.00)	124.8%
Electricity	\$ 14,514.74	\$ 13,000.00	\$ (1,514.74)	111.7%
Fire Programs Expense	\$ 15,000.00	\$ 10,000.00	\$ (5,000.00)	150.0%
Gas for maintenance vehicles & equipment	\$ 1,967.88	\$ 2,500.00	\$ 532.12	78.7%
Insurance - VML	\$ 14,188.00	\$ 13,645.00	\$ (543.00)	104.0%
Insurance - Health	\$ 49,743.94	\$ 75,880.80	\$ 26,136.86	65.6%
Insurance - Aflac	\$ 6,647.69	\$ 7,000.00	\$ 352.31	95.0%
Internet/Email/Cloud Storage	\$ 1,926.83	\$ 3,120.00	\$ 1,193.17	61.8%
IT Support	\$ 3,060.00	\$ 3,000.00	\$ (60.00)	102.0%
Legal Fees	\$ 15,000.00	\$ 15,000.00	\$ -	100.0%
Louisa Land Fill Charges	\$ 13,577.45	\$ 14,400.00	\$ 822.55	94.3%
Mileage Reimbursement	\$ 1,200.00	\$ 1,200.00	\$ -	100.0%
Miscellaneous	\$ 503.17	\$ 500.00	\$ (3.17)	100.6%
Office Cleaning	\$ 7,050.00	\$ 3,600.00	\$ (3,450.00)	195.8%
Office Heat	\$ 1,086.74	\$ 1,500.00	\$ 413.26	72.4%
Office Supplies	\$ 19,602.41	\$ 15,000.00	\$ (4,602.41)	130.7%
Payroll Taxes	\$ 15,737.02	\$ 19,000.00	\$ 3,262.98	82.8%
Planning Commission		\$ -	\$ -	0.0%
Postage	\$ 2,372.65	\$ 2,200.00	\$ (172.65)	107.8%
Repair & Maintenance	\$ 14,996.43	\$ 12,000.00	\$ (2,996.43)	125.0%
Refund for Tax overpayment	\$ 1,326.96	\$ 500.00	\$ (826.96)	265.4%
Salaries	\$ 268,759.21	\$ 240,259.55	\$ (28,499.66)	111.9%
Software	\$ 2,000.00	\$ 2,000.00	\$ -	100.0%
Telephone	\$ 7,095.72	\$ 6,800.00	\$ (295.72)	104.3%
Training & Conferences		\$ 100.00	\$ 100.00	0.0%
Trash Service	\$ 31,045.66	\$ 30,000.00	\$ (1,045.66)	103.5%
Uniforms	\$ 245.00	\$ 1,000.00	\$ 755.00	24.5%
Virginia Retirement System	\$ 12,435.78	\$ 15,000.00	\$ 2,564.22	82.9%
Webpage Maintenance	\$ 2,450.00	\$ 1,200.00	\$ (1,250.00)	204.2%
COVID Cares Expense	\$ 86,680.14	\$ -	\$ (86,680.14)	0.0%
Capital Fund			\$ -	%
Debt Service	\$ 17,592.00	\$ 17,592.00	\$ -	100.0%
Transfer to capital fund		\$ 1,633.54	\$ 1,633.54	0.0%
General Operating Expenses	\$ 652,705.11	\$ 554,180.89	\$ (98,524.22)	117.8%
<i>CEMETERY</i>				
Buyback	\$ 245.00	\$ 1,800.00	\$ 1,555.00	14%
Perpetual Care	\$ 3,865.00	\$ 3,500.00	\$ (365.00)	110%
Fertilizer, Mulch, and Maintenance	\$ 1,691.87	\$ 12,000.00	\$ 10,308.13	14%
Salary reimbursement to general fund	\$ 13,586.98	\$ 13,586.98	\$ -	100%
Software	\$ 2,617.36	\$ 3,000.00	\$ 382.64	87%
Transfer to cemetery reserve	\$ -	\$ 1,213.02	\$ 1,213.02	0%
Cemetery Operating Expenses	\$ 22,006.21	\$ 35,100.00	\$ 13,093.79	63%
<i>WATER & SEWER</i>				
Asset Management	\$ 14,685.87	\$ 14,602.66	\$ (83.21)	100.6%
County Wastewater Treatment	\$ 164,179.56	\$ 164,179.56	\$ -	100.0%
County Water Purchased	\$ 21,845.44	\$ 20,000.00	\$ (1,845.44)	109.2%
Electricity	\$ 10,102.94	\$ 12,000.00	\$ 1,897.06	84.2%
Hook up fee paid to LCWA	\$ 6,000.00	\$ 1,000.00	\$ (5,000.00)	600.0%
Repairs & Maintenance	\$ 125,393.24	\$ 115,820.44	\$ (9,572.80)	108.3%

8/6/2021

Consolidated Working Budget - Expense

July 1, 2020 - June 30, 2021

Water Deposit Refunds	\$ 3,831.45	\$ 500.00	\$ (3,331.45)	766.3%
Water Testing/monitoring	\$ 15,216.05	\$ 13,000.00	\$ (2,216.05)	117.0%
Training for water & sewer	\$ 7,605.75	\$ 2,000.00	\$ (5,605.75)	380.3%
Software	\$ 3,000.00	\$ 3,000.00	\$ -	100.0%
Debt service	\$ 54,108.00	\$ 54,108.00	\$ -	100.0%
Transfer to sewer reserve	\$ 2,617.36	\$ 25,000.00	\$ 22,382.64	10.5%
Transfer to water reserve	\$ -	\$ 39,789.34	\$ 39,789.34	0.0%
W&S Operating Expenses	\$ 428,585.66	\$ 465,000.00	\$ 36,414.34	92.2%
TOTAL OPERATING EXPENSES	\$ 1,103,296.98	\$ 1,054,280.89	\$ (49,016.09)	104.6%

CAPITAL EXPENSES

Sewer upgrade - upgrade	\$ 2,290.31	\$ 10,000.00	\$ 7,709.69	22.9%
Upgrade firewall switch	\$ 550.00	\$ 550.00	\$ -	100.0%
Upgrade laptops		\$ 2,400.00	\$ 2,400.00	0.0%
Upgrade Webpage	\$ 1,500.00	\$ 1,500.00	\$ -	100.0%
Total Capital Expenses	\$ 4,340.31	\$ 14,450.00	\$ 10,109.69	30.0%
TOTAL EXPENSES	\$ 1,107,637.29	\$ 1,068,730.89	\$ (38,906.40)	103.6%

Consolidated Working Budget - Revenue

July 1, 2021 - June 30, 2022

OPERATING REVENUE	Proposed 2021/2022	2020 BUDGET	YTD 2020 BUDGET
<i>GENERAL</i>			
Anti-Litter Grant	\$ 1,000.00	\$ 1,000.00	\$ 935.00
Bank Stock Tax	\$ 45,000.00	\$ 45,000.00	
Beautification		\$ -	
BPOL Tax	\$ 35,000.00	\$ 35,000.00	\$ 20,170.54
Building Zoning applications	\$ 2,250.00	\$ 500.00	\$ 1,200.00
Bush Hog Service	\$ 300.00	\$ 300.00	
DMV Select Revenue	\$ 336,000.00	\$ 175,000.00	\$ 307,434.83
Employee Ins. Reimbursement	\$ 28,526.40	\$ 23,277.60	\$ 7,490.47
Employee VRS Reimbursement	\$ 10,809.55	\$ 10,809.55	\$ 7,813.38
Employee Aflac Reimbursement	\$ 7,000.00	\$ 7,000.00	\$ 4,268.35
Fines & Penalties	\$ 1,000.00	\$ 1,000.00	\$ 1,937.10
Fire Programs Income	\$ 15,000.00	\$ 10,000.00	\$ 15,000.00
Grant Income	\$ 1,000.00	\$ 1,000.00	
Interest Income	\$ 3,500.00	\$ 3,500.00	\$ 393.68
Local Sales Tax	\$ 35,000.00	\$ 35,633.54	\$ 34,875.21
Meals Tax	\$ 56,000.00	\$ 56,087.60	\$ 30,564.39
Miscellaneous Income	\$ 1,000.00	\$ 1,000.00	\$ 195.49
Notary Services	\$ 300.00	\$ 300.00	\$ 185.00
Personal Property Tax	\$ 15,525.75	\$ 17,000.00	\$ 20,799.85
Postage Reimbursement	\$ 100.00	\$ 100.00	\$ 4.40
Public Service Corp. Tax	\$ 8,500.00	\$ 8,500.00	\$ 6,640.13
Real Estate Tax	\$ 97,373.52	\$ 93,385.62	\$ 93,116.09
Rental Income	\$ 4,500.00	\$ 4,500.00	\$ 3,750.00
Rolling Stock Tax	\$ 1,200.00	\$ 1,200.00	
Tax overpayment	\$ 500.00	\$ 500.00	\$ 1,595.76
Transient Occupancy Tax	\$ 2,000.00	\$ 2,000.00	\$ 1,549.53
Vehicle Tax	\$ 6,690.00	\$ 7,000.00	\$ 5,330.00
Salary reimbursement from cemetery	\$ 25,870.00	\$ 13,586.98	\$ -
Transfer from W&S Fund	\$ 12,845.91	\$ -	\$ -
General Operating Revenue	\$ 753,791.13	\$ 554,180.89	\$ 565,249.20
<i>CEMETERY</i>			
Cemetery Income	\$ 35,000.00	\$ 35,000.00	\$ 25,075.00
Interest Income	\$ 100.00	\$ 100.00	
Cemetery Operating Revenue	\$ 35,100.00	\$ 35,100.00	\$ 25,075.00
<i>WATER & SEWER</i>			
Connection Fee Water	\$ 60,000.00	\$ 4,000.00	\$ 8,000.00
Connection Fee Sewer	\$ 120,000.00	\$ 8,000.00	\$ 16,000.00
Water and Sewer Sales	\$ 250,000.00	\$ 250,000.00	\$ 166,512.19
Water Deposits	\$ 3,000.00	\$ 3,000.00	\$ 2,452.60
W&S Operating Revenue	\$ 433,000.00	\$ 265,000.00	\$ 192,964.79
TOTAL OPERATING REVENUE	\$ 1,221,891.13	\$ 854,280.89	\$ 783,288.99
<i>CAPITAL REVENUE</i>			
Transfer from sewer reserve		\$ 10,000.00	\$ -
Carry over from 2019/2020 budget		\$ 2,816.46	\$ -
Transfer from general operating fund	\$ 22,800.00	\$ 1,633.54	\$ -
	\$ 22,800.00	\$ 14,450.00	\$ -
TOTAL REVENUE	\$ 1,244,691.13	\$ 868,730.89	\$ 783,288.99
TOTAL EXPENSES	\$ 1,244,691.13	\$ 868,730.89	\$ 783,133.50

8/6/2021

Consolidated Working Budget - Expense

July 1, 2021 - June 30, 2022

OPERATING EXPENSES	Proposed 2021/2022	2020 BUDGET	YTD 2020
<i>GENERAL & OVERHEAD</i>			
Advertising	\$ 3,000.00	\$ 3,000.00	\$ 1,458.36
Audit	\$ 14,000.00	\$ 10,000.00	
Bank Charges	\$ 50.00	\$ 50.00	
Beautification	\$ 3,000.00	\$ 3,000.00	\$ 348.26
Council/Mayor Salary	\$ 6,000.00	\$ 6,000.00	\$ 6,200.00
Dues/Permits/Licenses	\$ 3,500.00	\$ 3,500.00	\$ 3,224.00
Electricity	\$ 13,000.00	\$ 13,000.00	\$ 12,188.86
Fire Programs Expense	\$ 15,000.00	\$ 10,000.00	
Gas for maintenance vehicles & equipment	\$ 2,500.00	\$ 2,500.00	\$ 1,277.28
Insurance - VML	\$ 14,200.00	\$ 13,645.00	\$ 14,188.00
Insurance - Health	\$ 65,556.00	\$ 75,880.80	\$ 47,606.60
Insurance - Aflac	\$ 7,000.00	\$ 7,000.00	\$ 6,114.77
Internet/Email/Cloud Storage	\$ 4,200.00	\$ 3,120.00	\$ 1,590.13
IT Support	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00
Legal Fees	\$ 15,000.00	\$ 15,000.00	\$ 13,750.00
Louisa Land Fill Charges	\$ 14,400.00	\$ 14,400.00	\$ 11,088.05
Mileage Reimbursement	\$ 2,000.00	\$ 1,200.00	\$ 1,050.00
Miscellaneous	\$ 500.00	\$ 500.00	\$ 446.47
Office Cleaning	\$ 9,000.00	\$ 3,600.00	\$ 5,550.00
Office Heat	\$ 1,500.00	\$ 1,500.00	\$ 1,086.74
Office Supplies	\$ 20,000.00	\$ 15,000.00	\$ 20,940.25
Payroll Taxes	\$ 21,000.00	\$ 19,000.00	\$ 13,709.97
Planning Commission		\$ -	
Postage	\$ 2,200.00	\$ 2,200.00	\$ 1,460.25
Repair & Maintenance	\$ 22,625.22	\$ 12,000.00	\$ 12,538.72
Refund for Tax overpayment	\$ 500.00	\$ 500.00	\$ 1,595.76
Salaries	\$ 381,487.91	\$ 240,259.55	\$ 215,398.52
Software	\$ 2,000.00	\$ 2,000.00	
Telephone	\$ 6,800.00	\$ 6,800.00	\$ 5,977.51
Training & Conferences	\$ 2,500.00	\$ 100.00	
Trash Service	\$ 32,000.00	\$ 30,000.00	\$ 25,704.22
Uniforms	\$ 1,000.00	\$ 1,000.00	
Virginia Retirement System	\$ 17,000.00	\$ 15,000.00	\$ 11,070.52
Webpage Maintenance	\$ 2,000.00	\$ 1,200.00	\$ 1,950.00
Police & Legal Matters	\$ 5,000.00	\$ -	
Capital Fund	\$ 22,800.00		
Debt Service	\$ 17,472.00	\$ 17,592.00	\$ 17,592.00
Transfer to capital fund		\$ 1,633.54	
General Operating Expenses	\$ 753,791.13	\$ 554,180.89	\$ 458,105.24
<i>CEMETERY</i>			
Buyback	\$ 1,000.00	\$ 1,800.00	\$ -
Perpetual Care	\$ 3,500.00	\$ 3,500.00	\$ 2,330.00
Fertilizer, Mulch, and Maintenance	\$ 1,730.00	\$ 12,000.00	\$ 1,691.87
Salary reimbursement to general fund	\$ 25,870.00	\$ 13,586.98	\$ -
Software	\$ 3,000.00	\$ 3,000.00	
Transfer to cemetery reserve	\$ -	\$ 1,213.02	\$ -
Cemetery Operating Expenses	\$ 35,100.00	\$ 35,100.00	\$ 4,021.87
<i>WATER & SEWER</i>			
Asset Management	\$ 15,000.00	\$ 14,602.66	\$ 14,685.87
County Wastewater Treatment	\$ 75,000.00	\$ 50,000.00	\$ 146,906.97
County Water Purchased	\$ 25,000.00	\$ 20,000.00	\$ 21,499.95
Electricity	\$ 12,000.00	\$ 12,000.00	\$ 8,621.68
Hook up fee paid to LCWA	\$ 15,000.00	\$ 1,000.00	\$ 2,000.00
Repairs & Maintenance	\$ 40,000.00	\$ 30,000.00	\$ 56,449.32

8/6/2021

Consolidated Working Budget - Expense

July 1, 2021 - June 30, 2022

Water Deposit Refunds	\$	500.00	\$	500.00	\$	890.45
Water Testing/monitoring	\$	13,000.00	\$	13,000.00	\$	11,990.97
Training for water & sewer	\$	-	\$	2,000.00	\$	2,330.00
Software	\$	3,000.00	\$	3,000.00	\$	1,691.87
Debt service	\$	54,108.00	\$	54,108.00	\$	49,599.00
Transfer to general fund	\$	12,845.91				
Transfer to sewer reserve	\$	97,973.00	\$	25,000.00	\$	-
Transfer to water reserve	\$	69,573.09	\$	39,789.34	\$	-
W&S Operating Expenses	\$	433,000.00	\$	265,000.00	\$	316,666.08
TOTAL OPERATING EXPENSES	\$	1,221,891.13	\$	854,280.89	\$	778,793.19

CAPITAL EXPENSES

Sewer upgrade - upgrade	\$	5,000.00	\$	10,000.00		
Water system - upgrade	\$	5,000.00				
Upgrade firewall switch - untangle	\$	1,300.00	\$	550.00	\$	550.00
Upgrade laptops	\$	5,500.00	\$	2,400.00	\$	2,290.31
Chair upgrades	\$	4,000.00				
Upgrade to webpage			\$	1,500.00	\$	1,500.00
Conference room upgrades	\$	2,000.00				
Total Capital Expenses	\$	22,800.00	\$	14,450.00	\$	4,340.31
TOTAL EXPENSES	\$	1,244,691.13	\$	868,730.89	\$	783,133.50

AUGUST 2021 BILLS TO BE PAID

Vendor	Account	Description	
Aflac	Employee Insurance		\$416.15
Amazon	Office supplies	face masks	\$40.26
Anthem	Employee Insurance		\$3920.00
AP Security	Repair/Maintenance General	Replace batteries alarm system	\$86.00
Besley Implements	Repair/Maintenance General	Repairs to SuperZ mower	\$472.14
Central Virginia Contractors	Repair/Maintenance W&S	Water line break 307 Spring road	\$1299.00
Central Virginia Contractors	Repair/Maintenance W&S	Waterline break United Methodist church	\$1232.50
Central Virginia Contractors	Repair/Maintenance W&S	Water leak 226 Mineral Ave and Louisa Ave across from Dentist	\$3162.00
Comcast	Internet		\$168.35
Courtney Cleaning Service, Inc.	Office Cleaning	\$300.00 office cleaning, \$450.00 COVID cleaning	\$750.00
Dominion Virginia Power	Electric	Electric	\$1433.75
Duke Oil	Gas	Gas	\$323.95
Erard, Andrea G, Esq	Legal Fees		\$1250.00
Fortiline	Repair/Maintenance W&S	Misc. supplies/Spring Road project	\$3507.16
Google	Office supplies	Email addresses and storage	\$191.10
Lisa Yates	Mileage Reimbursement	Mileage Reimbursement	\$50.00
Louisa Circuit Court	Office Supplies	Becky Snyder notary renewal	\$10.00
Louisa County Landfill	Landfill		\$1088.28
Louisa County Water Authority	County Water	Usage 45700 gallons	\$312.65
Louisa County Water Authority	County Waste Water	Usage TBD gallons	\$8935.78
Louisa County Water Authority	County Water	Usage 481800 gallons	\$3238.88
Lowes	Repair/Maintenance General	Blinds for Council Chambers	\$958.54
Main Street Supply	Repair/Maintenance W&S	Keys, marking paint, hardware for well 4 and 226 Mineral Ave	\$321.40
Martin Marietta	Repair/Maintenance W&S	Stock pile, water line	\$1057.40
MoJohns	Repair/Maintenance General	Portable toilet for DMV	\$610.00
Natures Grace	Beautification	Tree removal	\$200.00
Orange Madison Coop	Repair/Maintenance W&S	Hay/grass St. Mary Ave	\$442.73
Pam Harlowe	Mileage reimbursement	Mileage	\$50.00
Purcell Lumber	Repair/Maintenance W&S	Cutting blade	\$169.98
QSI	Office Supplies	Office supplies	\$634.78
Ricoh	Office Supplies	Copier rental	\$34.14
Ricoh	Office Supplies	Copier rental	\$31.67
REC	Electric/ water & sewer		\$314.51
Ronald Chapman	Mileage reimbursement	Mileage for trip to Goochland DMV	\$41.44
Sams Club	Office Supplies	Batteries, pop up notes, counterfeit pens	\$73.64
Sams Club	Office Supplies	Paper towels, pens, bath tissue	\$110.88
Secretary of the commonwealth	Office supplies	Notary registration	\$45.00
Studio490	Web Page Maintenance	Website design and development	\$250.00
The Central Virginian	Advertising	Advertising	\$807.08
Ti-Lea Austin	Mileage reimbursement/Insurance	Mileage/Insurance	\$150.00
Updike	Trash Service	Trash removal	\$2670.72
VA Dept of health	Dues/permits	Waterworks operation fee	\$1020.00
Amazon	Telephone		\$552.67
Verizon	Telephone		\$14.74
Federal Tax Deposit	Payroll Taxes		\$4977.11
Virginia Dept Taxation	Payroll Taxes		\$885.23

AUGUST 2021 BILLS TO BE PAID

VUPS	Misc		
VRS	VRS		\$9.45
Water Deposit Refunds	Water Deposit Refunds	Checks \$1,075.60	\$942.21
		Credit to account \$3294.60	\$4370.20
Wayne's Heating & Cooling	Repair/Maintenance General	Repair to HVAC TOWN OFFICE	\$453.00
Waitwhile	Office supplies	Appointment schedule for DMV	\$1548.00
USPS	Postage	Stamps	\$110.00
<i>Prepared by: LKY</i>		TOTAL	\$51,374.27



**Ti-Lea Austin
Town Manager
Town of Mineral, Virginia**

August 2021 Manager's report

General Items:

The offices opened on June 1, 2020. The flow has been steady and has moved smoothly. The clerks have worked hard and have done an outstanding job.

DMV monies collected

May 2020 – \$87,712.15 – \$5,517.94

June 2020- \$410,672.53 – \$19,752.31

July 2020 - \$596,851.19 - \$26,308.50

August 2020 - \$508,005.19 - \$25,339.47

September 2020 –\$661,231.14 - \$35,638.67

October 2020 - \$530,890.59 - \$24,721.52

November 2020 - \$642,244.26 - \$32,690.24

December 2020 - \$589,640.40 - \$29,525.70

January 2021 - \$651,898.84 - \$31,957.49

February 2021 - \$697,815.44 - \$32,437.64

March 1st to March 31st \$943,798.28 – \$49,063.29

April 1st to April 30th \$633,472.11 - \$32,770.04

May 1st to May 31st - \$673,575.25 – \$35,748.66

June 1st to June 30th - \$719,377.01 – \$36,619.73

July 1st to July 30th - \$670,694.89 –

August 1st to August 5th - \$110,632.27

The appointment system is working very well.

The new water connection on Victory Lane has been made. Central Virginia Contractors will make the other three connections when the supplies needed are received; the vendor is unable to give an estimated time of delivery.

I spoke with the owner (Massey Wood & West) and the renter (Rollin Wheels) of the property located at 619 Louisa Avenue concerning the appearance of the property. Both assured me that they are working on cleaning it up and removing the inoperable vehicles.

Maintenance:

The alarm company made repairs to the system, however they did state that our alarm system is outdated and will probably need to be replaced in the future. I will put a note in the upcoming budget year to plan for replacement of the alarm system, if the system can maintain until then.

Central Virginia Contractors repaired the sewer issue in the area of 605 Piedmont Avenue. They also repaired a sewer issue at corner of 5th Street and Piedmont Avenue.

Well 4 is still offline. I had to call in the company who installed the telemetry system. They have ordered the parts that they hope will fix the issue, however they are waiting on the parts to arrive.

Cemetery:

The proposed work at the cemetery has been postponed until Fall.

The cemetery has remained steady in the past few weeks. Lewis and Hank have been assisting me with the marking of the graves/headstones. I am working with both maintenance staff members as Lewis will need assistance when I am out on maternity leave.

Zoning Permits: