



Town of Mineral
Post Office Box 316
312 Mineral Avenue
Mineral, VA 23117
Phone 540-894-5100 Fax 540-894-4446
www.townofmineral.com email: mineral@louisiana.net

Pam Harlowe, Mayor
Michael Warlick, Vice-Mayor
Ed Jarvis
Edward Kube
Doswell Pierce
Roy McGehee
William Thomas
Ti-Lea Downing, Town Manager
Andrea Erard, Town Attorney

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.

Town of Mineral Council Meeting
Monday, March 9, 2020
7:00pm

COUNCIL MEMBERS:

Mayor Pam Harlowe, Vice Mayor Michael Warlick, Ed Jarvis, Edward Kube, Roy McGehee, Doswell Pierce and William Thomas

ABSENT:

Mayor Pam Harlowe

STAFF MEMBERS:

Ti-Lea Downing; Town Manager, Lisa Yates; Town Clerk, Andrea Erard; Town Attorney

PUBLIC: Joseph Haney, John Ball, Jim Snyder, Tony Henshaw, George Von Arb

Planning Commission Joint Public Hearing: Town Attorney opened Planning Commission joint public hearing. No public comments. Town Attorney closed public hearing.

Mr. Jarvis made a motion to recommend approval of the solar ordinance as presented, seconded by George Von Arb, motion passed with all in favor.

Planning Commission adjourned.

Vice Mayor Michael Warlick opened the Town Council meeting.

Public Comments: No public comments

Adopt/Amend March 2020 Agenda:

Mr. Kube made a motion to approve the March 2020 agenda as amended, seconded by Mr. Pierce, motion passed with all in favor.

Approval of the January 2020 Minutes:

Dr. Thomas made a motion to approve January 2020 minutes as amended, seconded by Mr. Kube, motion passed with all in favor.

Approval of the February 2020 Minutes and March 2020 Bills to be paid:

Mr. McGehee made a motion to approve the February 2020 minutes as amended and March bills to be paid as presented, seconded by Mr. Kube, motion passed with all in favor.

Town Manager's Report: In addition to the written report the Town Manager confirmed the tree at the Sabor Mexico location has been cut down and the stump will be removed shortly.

Town Attorney's Report: The Town Attorney reported that she went to court with Mr. Morgan who was contesting, she was unsure what he was contesting but the town won. Mr. Morgan wants to revive his earlier dispute about zoning. The court will take it under advisement and render a decision later. Discussion followed regarding the cleaning up of derelict properties in town and what costs the town would incur in doing so.

Standing Committee Reports:

Beautification/Anti-Litter Committee: Mr. Kube requested \$2,000.00 for the committee but money was not included in next year's budget. Mr. Kube reported no action taking place presently.

Budget & Finance Committee: Mr. Pierce reported this will be discussed under new business.

Building Committee: Vice Mayor Warlick reported that Bishop Moore with The Hope Church has been honoring his new rental agreement to date. The Maintenance Department installed a new door downstairs at the old Town Hall building and the new council meeting signs have been installed on the welcome to Mineral signs.

Cemetery Committee: Mr. Pierce stated that grass cutting at the cemetery will probably start by the end of the month. It is in the works to possibly have a cemetery caretaker, but this is the beginning stages. Discussion followed.

Economic Development Committee: No report.

Personnel Committee: Dr. Thomas reported that we only have one maintenance man and the committee is in discussions of what is going to be done in the future and what are the needs and will have a report available later. Mr. Kube reported we should have a job description for the cemetery grounds keeper, because there is a difference between the current approved

Maintenance Laborer(part time) position and the proposed new town position of Cemetery Grounds Keeper (part time). It is proposed to modify the title of the Maintenance Laborer (part time position) and to approve creation of a new Cemetery Grounds Keeper (part time) position as the duties and responsibilities differ. The Personnel Committee will return with proposed job descriptions for Council approval at a later meeting. Discussion followed.

Planning Commission Committee: Mr. Jarvis stated that there are still a few emails needed for the committee and is working with Town Manager to get them. The committee is working on a few ordinances currently. Jim Snyder is now acting chairperson for the next couple of months.

Police and Legal Matters Committee: Mr. Kube reported he requested funding for code conflicts such as cutting and clearing lots in which the town would be reimbursed by property owner, but he did not receive any funds. The Town Attorney discussed implementing a real estate abatement program, but it would be a challenge collecting the civil penalty. Discussion followed.

Streets Committee: Vice Mayor Warlick stated VDOT has taken care of everything on the list that was sent to them, and that they are scheduled to tar and chip Albemarle Avenue and Saint Mary's Avenue this summer.

Water & Sewer Committee: Mr. Pierce reported there are two pipes in town that are severed which is allowing water into the sewer system and the town will try to fix it in the next budget. Mr. Jarvis stated he attended the monthly Louisa Water Authority meeting and rates will be going up July 1st, 2020.

Old Business:

Solar Panel Ordinance: Mr. Pierce stated if solar panels will be going on Mineral Avenue, or Louisa Avenue he would like to see that panels be on the roof of the structure and not in the yard. Discussion followed.

Dr. Thomas made a motion to adopt the ordinance for the solar panels as presented, seconded by Mr. Kube, motion passed with all in favor.

Census Bureau: Mr. Kube stated he wanted to put information in the town water bills and on the website to share information with the town that there are jobs available if they are interested, and that you could also go online to fill out your information.

New Business:

GIS/Post Office: Mr. Kube reported there are two locations in town that are using the same address, 101 Mineral Avenue, and mail and parcel deliveries are getting delivered to the incorrect location. Google Maps is also incorrect as it reports addresses 0-199 Mineral Avenue from the old town limits to the traffic light as Piedmont Avenue. This causes confusion on GPS

systems when drivers and delivery services try to locate residents and businesses from 0-199 Mineral Avenue. The Town was requested to research and address correcting both of these issues.

2020/2021 Budget Presentation: Mr. Pierce reported the major things that affected the budget was a 60% increase in audit fees and over 600% increase in landfill fees. Mr. Pierce stated there was no money allocated for any mileage expense except for the Town Manager and the Mayor. No water, tax rates or fees in town are changing under this budget. Water and sewer may be changing in the future. Vice Mayor Warlick stated there were three contractors that submitted pricing for the interior/exterior painting of the Town Office. Discussion followed as to what work would be done and if the interior or exterior should be done first. Mr. Kube stated he was not included on the painting of the Town Office and he is on the committee.

Dr. Thomas made a motion to write a check to BB&T for overpayment of Bank Tax payment as billed to the Town by the Department of Taxation in the amount of \$21,255.00, seconded by Mr. Jarvis, motion passed with all in favor.

Mr. Pierce made a motion to paint the exterior of the Town Office now under the current budget, seconded by Mr. Jarvis, motion passed 5-1 with Mr. Kube voting against.

Mr. Pierce made a motion to authorize the Town Manager to advertise the proposed 2020/2021 budget as presented, seconded by Dr. Thomas. Motion passed with all in favor.

Employees Health Insurance Renewal: Dr. Thomas stated he would be in favor of this to help employees pay other bills.

Dr. Thomas made a motion to carry the health insurance into the new year with the new proposed rate, seconded by Mr. McGehee, motion passed with all in favor.

Tommy Runnett Alleyway closing behind Albemarle Ave: Ed Jarvis curious about Town Council approving the PUD and the certain alleyways and buffers that were put in. This will be addressed at April Council Meeting

Adjourn: *Motion to adjourn the meeting was made by Mr. Kube, seconded by Mr. McGehee. Motion passed with all in favor.*



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Town of Mineral Council Meeting
Monday, April 13, 2020
7:00pm

COUNCIL MEMBERS:

Mayor Pam Harlowe, Vice Mayor Michael Warlick, Ed Jarvis, Edward Kube, Roy McGehee, Doswell Pierce and William Thomas

PRESENT:

Mayor Pam Harlowe, Vice Mayor Michael Warlick, Ed Jarvis, Roy McGehee

TELECONFERENCE:

William Thomas, Doswell Pierce, Edward Kube, Andrea Erard

ABSENT:

STAFF MEMBERS:

Ti-Lea Downing; Town Manager, Mathilda Legacy;
Assistant Town Clerk

PUBLIC:

Joseph Haney

Public Comments: No public comments

Mayor Pam Harlowe called the meeting to order

Mayor Pam Harlowe will not be following the Agenda

Old Business

The budget will be published as presented at the March 9th 2020 meeting.

Mayor Pam Harlowe stated that health insurance has already been taken care of unless changes need to be made at a later date.

New Business

Mayor Pam Harlowe stated that discussion related to staff assignments/duties have already been reviewed.

Electronic Participation in Meetings Policy (Vote Required)

Mr. Jarvis made a motion for the Mineral Town Council to adopt electronic participation policy 2.2-3708.2 in Council meetings, seconded by Mr. Warlick motion passed with all in favor.

Real Estate Taxes and Personal Property Taxes

Mayor Pam Harlowe stated that town taxes are due on May 1st and asked if we need to waive penalties and interest and if so, what date would be the deadline date. The Town Attorney stated if the Town was to reduce penalties and interest an ordinance and a public hearing would be needed and that it could be done retroactively. The Town Attorney can prepare the ad and ordinance and the Town Council can adopt it and then have retroactive application back to the date that the taxes are due. Mr. Warlick stated that total Real Estate taxes due are in the amount of \$92,546.00 in which \$72,546.00 have already been collected. Personal Property taxes due are \$17,000.00 in which \$11,606.00 have already been paid.

March 2020 Council Meeting Minutes

Mayor Pam Harlowe is concerned about the amount of information being left out of the minutes and would like to discuss with council at a later date, on how much information council wants to include in the minutes.

DMV and Town Office Opening

Mayor Pam Harlowe stated that the reopening of the DMV and Town Office is dependent on the Governor and right now it is slated to open on May 11, 2020 unless hearing otherwise from the Governor or the DMV Commissioner.

Painting Contract

Mr. Warlick stated there is still a painting contract which was approved the money was in the 2019/2020 budget, and the contractor is not doing much painting at this time due to COVID19,

Mayor Harlowe stated that it was not considered an emergency. Mr. Jarvis stated there were currently 41 cases of the COVID19 in Louisa County.

Budget

Mr. Kube commented on the budget advertisement and that it has to be in the Central Virginian by this week. Mayor Harlowe stated that it was agreed to send it to the newspaper as presented and the Town Manager confirmed she was going to send it after the meeting has adjourned. Mr. Kube stated there should be a Public Hearing at the May Council meeting and at the June Council meeting the budget will be finalized and appropriate the monies, which Mr. Pierce confirmed. The Town Attorney questioned if all Council members have seen the advertisement and if they were alright with the numbers. She stated the numbers could be lower, but if numbers are higher it might need to be advertised again. Mr. Pierce stated the budget was presented to the Council at the March meeting and all Council members had a chance to review and ask questions, no one had questions so it was approved to advertise it as it was presented. Mr. Kube agreed with Mr. Pierce and stated he couldn't imagine the budget being greater and that it was bound to be less, and it can be discussed at the May meeting and acted upon at the June meeting. Mr. Jarvis questioned the painting of the Town Office and what decision was made. Mayor Harlowe confirmed that at the March Council meeting the vote was to paint the exterior first and because of the drop in the economy save \$10,000.00 for more important things to come. Mr. Warlick reported he was waiting on the general consensus to proceed with painting, Mr. Warlick added that last month DMV sales were \$246,000.00 and this month they are \$206,000.00 and that once the DMV reopens monies will increase. Mr. Kube stated he thinks a new motion should be made in order to paint both the interior and exterior.

Mr. Jarvis made a motion to paint both the exterior and the interior of the Town Office, seconded by Mr. Pierce, motion passed 4-2-0, with Mr. McGehee and Mr. Kube voting against.

Mr. Pierce stated a citizen mentioned to him that the digital signs in town are a violation of the zoning ordinance and that we can not expect the citizens to abide by the ordinances if the Town doesn't abide by them.

Mr. Jarvis made a motion to temporarily allow digital signs to stay up due to the current conditions, seconded by Mr. Thomas, motion passed 5-1-0, with Mr. Pierce voting against.

Mayor Harlowe reminded Council that the Mineral Farmers Market was this weekend.

Mr. Kube suggested getting John Ball to look into video conferencing and give his opinion on it.

Adjourn: *Motion to adjourn the meeting was made by Mr. Jarvis, seconded by Mr. Warlick motion passed with all in favor.*

Vendor	Account	Description	Amount
Amninstall	Employee Insurance		\$513.28
	Repair/Maintenance General	Service call for generator	\$85.00
Amazon	Office supplies		
Anthem	Insurance	Web cam	\$189.51
Besley Implements	Repair/Maintenance General		\$5386.00
CC Dunkum Painting	Capitol Improvements	Repairs to mowers, blades, starter, tires	\$738.87
CC Dunkum Painting	Capitol Improvements	Exterior Painting of Town Office	\$3675.00
Central Virginia Contractors	Repair/Maintenance W&S	Interior Painting of Town Office	\$6324.00
Comcast	Internet	Water line repair West 7thSt.	\$1025.50
Control Equipment Co.	Repair/Maintenance W&S		\$128.40
Courney Cleaning Service, Inc.	Office Cleaning	Chemical pump	\$147.08
Crystal Springs	Office Supplies		\$300.00
DMV	Office Supplies	Water	\$100.80
Dominion	Electric-Water & Sewer /Walton Park/ General	DMV stops & fobs	\$275.00
Duke Oil	Gas		\$1651.04
Erard, Andrea G, Esq	Legal Fees	Gas	\$83.53
Google LLC Mountain View	Office supplies		\$1250.00
Louisa County Water Authority	County Water	E mail addresses and storage	\$138.33
Louisa County Water Authority	County Waste Water	Usage 145300 gallons	\$2192.26
Louisa County Landfill	County Landfill	Usage 1570470 gallons	\$13930.07
Street Supply	Repair/Maintenance General		\$133.86
Marathon Petroleum	Gas	Padlock cords chain bulb	\$93.56
Mojohns	Walton Park	Gas for lawn mower	\$77.96
Purcell	Repair/Maintenance General	Portable Toiler	\$49.00
QSI/Smith Technologies	Office Supplies	Plexiglass	\$101.25
Ricoh	Office Supplies	Software maintenance	\$631.00
REC	Electric/ water & sewer	Copier rental	\$68.17
Studio490	Web Page Maintenance		\$544.97
Ti-Lea Downing	Mileage reimbursement/Insurance	Web Page Maintenance	\$175.00
Updike	Trash Service		\$150.00
USPS	Postage	Trash removal	\$2500.00
Verizon	Telephone	Postage stamps	\$166.80
VITA	Telephone		\$473.62
Federal Tax Deposit	Payroll Taxes	Telephone	\$7.76
Virginia Dept Taxation	Payroll Taxes		\$2171.50
VUPS	Misc		\$316.40
VRS	VRS		\$8.40
Prepared by: LKY			\$795.06
		TOTAL	\$46597.98

Vendor	Account	Description	Amount
Aflac	Employee Insurance		
Amazon	Repair/Maintenance W&S	Meter covers, concrete	\$513.28
Anthem	Office supplies	Pens, candy, batteries	\$144.68
Comcast	Insurance		\$209.99
	Internet		\$5386.00
Courney Cleaning Service, Inc.	Office Cleaning		\$128.40
Commonwealth of Virginia			\$300.00
Crystal Springs	Water testing	Water testing kits	\$60.75
DMV	Office Supplies	Water	\$79.07
Dominion	Office Supplies	DMV stops removed	\$50.00
Duke Oil	Electric-Water & Sewer /Walton Park/ General		\$1567.11
Erard, Andrea G, Esq	Gas	Gas	\$56.44
Fortiline	Legal Fees		\$1250.00
	Repair/Maintenance W&S	Breeden job,	\$696.81
Google LLC Mountain View	Office supplies	E mail addresses and storage Council & Planning Commission	\$115.90
Louisa County Water Authority	County Water	Usage 226900 gallons	\$1336.44
Louisa County Water Authority	County Waste Water	Usage 1062137 gallons	\$9421.16
Louisa Hardware	Repair/Maintenance General	Tape, hooks for signs/ supplies for old DMV door install	\$89.26
Lumos	Internet Service	Internet Service	\$30.00
Main Street Supply	Repair/Maintenance W&S	Shop keys, marking water & sewer	\$18.04
Mojohns	Walton Park	Portable Toilet	\$49.00
/Smith Technologies	Office Supplies	Software maintenance	\$631.00
Ricoh	Office Supplies	Copier rental	\$1004.73
Ricoh	Office Supplies	Copier rental	\$239.26
Roto-Rooter	Repair/Maintenance W&S	201 Louisa Ave, sewer blockage	\$799.95
REC	Electric/ water & sewer		\$546.94
Sam's	Office Supplies	Lysol, cleaner, paper towels	\$106.42
Staples	Office Supplies	Ink rollers, toner, envelopes, pens	\$321.86
Studio490	Web Page Maintenance	Web Page Maintenance	\$250.00
The Central Virginian	Advertising	PH Ordinance 1-2020	\$215.86
The Sourcing Group	Office Supplies	RE and PP tax notices	\$632.77
Ti-Lea Downing	Office Supplies		\$150.00
Univar	Mileage reimbursement/Insurance	Water testing	\$500.00
Univar	Water testing	Trash removal	\$2500.00
Updike	Trash Service	Postage stamps	\$173.75
USPS	Postage	Telephone	\$48
USTI	Office Supplies	Telephone	\$475.29
Verizon	Telephone	Telephone	\$8.48
VITA	Telephone		\$7556.00
Virginia Risk Sharing	Insurance		\$2632.40
Federal Tax Deposit	Payroll Taxes		\$393.97
Virginia Dept Taxation	Payroll Taxes		\$13.65
VUPS	Misc		\$796.31
VRS	VRS		\$41451.45
		TOTAL	

Prepared by: LKY



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

May 2020 Manager's report

General Items:

I am still awaiting information pertaining to the requested crosswalk; this request was forwarded by Jamie Glass to the engineering department. Once I receive any information back I will forward it.

The utility software set up is almost complete our plan is to do our first billing in May. Rebecca and Lisa have worked hard on getting this completed. Once this is up and running the next step is to get the general ledger completed.

The office staff has been able to continue to work throughout the COVID-19 shut down. Our daily fleet company has continued to bring work, as have the mail in companies have continued to send in work. Several town projects such as the Town website, cemetery master list, and new software have been worked on.

DMV monies collected
February 2020 - \$275,388.88
March 2020 - \$246,236.41
April 2020 - \$229,826.53

Now please keep in mind we only receive a percentage of the monies collected. However we have been very fortunate to not have suffered as great of loss of revenue as we could have. The staff has worked diligently to try to ensure that the work available is being processed.

I continue to work on maintaining Town operations, while ensuring that the staff remains safe. I am working on the safest and most efficient way to operate when we open to the public.

I have spoken to several town property owners relevant to zoning questions. I have supplied the zoning codes and setbacks. This increase I believe is due to the extra time people are at home.

The 2019 water quality report has been disturbed and the certification has been returned to Richmond. This report is done annually and must be disturbed by July 1, 2020.

Maintenance:

Ryan Norwood continues to help with the maintenance. We have been very fortunate that this has been a quiet month pertaining to leaks and other maintenance issues.

The interior paint has been completed. The exterior has been power washed and he will begin the painting in the next week or so.

The grass is growing and we are working hard to keep up with it.

Cemetery:

Lewis Keller has done a great job cutting the cemetery and removing the unauthorized items from the graves.

Zoning Permits:

902 St. Francis Avenue – Construction of garage

Packet Explanations

Tabs A-G are the regular monthly tabs.

Tab B & Tab C do have two months' worth

Tab H – 2020/2021 proposed budget

PAST DUE AMOUNTS			May-20
Real Estate			
<i>Prior Years</i>	<i>Current year</i>	<i>Total</i>	
\$ 13,185.52		\$ 13,185.52	
Personal Property			
<i>Prior Years</i>	<i>Current year</i>	<i>Total</i>	
\$ 9,833.74		\$ 9,833.74	
Water Past Due			
		<i>Total</i>	
		\$ 8,311.39	
	TOTAL PAST DUE ACCTS	\$ 31,330.65	

ACCOUNT BALANCES	
<u>TOWN OF MINERAL</u>	As of May 2020
VCB	\$ 73,112.80
BB&T	\$ 13,340.49
LGIP	\$ 41,315.56
Total Operating funds	\$ 127,768.85
LGIP (Capital Reserve)	
Equipment fund	\$ 50,000.00
Sewer Reserve	\$ 25,000.00
Comp Plan Project	\$ -
Escrow-Water	\$ 6,630.00
Road Improvement Expense	\$ 12,160.65
Total Escrow funds	\$ 93,790.65
<u>CEMETERY</u>	
VCB - Operating	\$ 50,000.00
LGIP - Perpetual	\$ 19,716.54
CD - Perpetual	\$ 166,771.51
CD - Perpetual	
Total Perpetual	\$ 186,488.05
Cemetery Reserve	\$ 71,352.95

Consolidated Working Budget - Revenue

July 1, 2019 - June 30, 2020

May-20

OPERATING REVENUE

GENERAL

	2019 ACTUAL	2019 BUDGET	Remaining	%	NOTES
Anti-Litter Grant	\$ 814.00	\$ 1,000.00	\$ 186.00	81.4%	
Bank Stock Tax		\$ 45,000.00	\$ 45,000.00	0.0%	
Beautification	\$ -	\$ -	\$ -	100.0%	
BPOL Tax	\$ 27,213.76	\$ 35,000.00	\$ 7,786.24	77.8%	
Building Zoning applications	\$ 950.00	\$ 500.00	\$ (450.00)	190.0%	
Bush Hog Service		\$ 300.00	\$ 300.00	0.0%	
DMV Select Revenue	\$ 141,514.81	\$ 160,000.00	\$ 18,485.19	88.4%	
Employee Ins. Reimbursement	\$ 16,301.04	\$ 13,020.00	\$ (3,281.04)	125.2%	
Employee VRS Reimbursement	\$ 7,358.64	\$ 9,360.00	\$ 2,001.36	78.6%	
Employee Aflac Reimbursement	\$ 5,687.37	\$ 7,000.00	\$ 1,312.63	81.2%	
Fines & Penalties	\$ 1,156.63	\$ 1,000.00	\$ (156.63)	115.7%	
Fire Programs Income	\$ 10,000.00	\$ 10,000.00	\$ -	100.0%	
Grant Income		\$ 1,000.00	\$ 1,000.00	0.0%	
Interest Income	\$ 2,464.42	\$ 3,500.00	\$ 1,035.58	70.4%	
Local Sales Tax	\$ 24,945.54	\$ 30,000.00	\$ 5,053.46	83.2%	
Meals Tax	\$ 39,094.15	\$ 45,000.00	\$ 5,905.85	86.9%	
Miscellaneous Income		\$ 1,000.00	\$ 1,000.00	0.0%	
Notary Services	\$ 380.00	\$ 300.00	\$ (80.00)	126.7%	
Personal Property Tax	\$ 13,539.91	\$ 17,000.00	\$ 3,460.09	79.6%	
Postage Reimbursement	\$ 43.83	\$ 100.00	\$ 56.17	43.8%	
Public Service Corp. Tax	\$ 6,421.64	\$ 7,500.00	\$ 1,078.36	85.6%	
Real Estate Tax	\$ 84,610.90	\$ 92,666.64	\$ 8,055.74	91.3%	
Rental Income	\$ 2,225.00	\$ 7,000.00	\$ 4,775.00	31.8%	
Rolling Stock Tax		\$ 1,200.00	\$ 1,200.00	0.0%	
Tax overpayment		\$ 500.00	\$ 500.00	0.0%	
Transient Occupancy Tax	\$ 1,721.70	\$ 2,000.00	\$ 278.30	86.1%	
Vehicle Tax	\$ 4,440.00	\$ 6,000.00	\$ 1,560.00	74.0%	
Walton Park Income	\$ 850.00	\$ 500.00	\$ (350.00)	170.0%	
Salary reimbursement from cemetery		\$ 14,547.00	\$ 14,547.00	0.0%	
Capital fund carry over 18/19 - phone capital		\$ 2,400.00	\$ 2,400.00	0.0%	
Carry over from 18/19 capital fund - equipment fund		\$ 30,838.25	\$ 30,838.25	0.0%	
General Operating Revenue	\$ 391,734.34	\$ 545,231.89	\$ 153,497.55	71.8%	
CEMETERY					
Cemetery Income	\$ 25,000.00	\$ 35,000.00	\$ 10,000.00	71%	
Interest Income		\$ 100.00	\$ 100.00	0%	
Cemetery Operating Revenue	\$ 25,000.00	\$ 35,100.00	\$ 10,100.00	71%	
WATER & SEWER					
Connection Fees	\$ 24,000.00	\$ 12,000.00	\$ (12,000.00)	200.0%	
Water and Sewer Sales	\$ 183,425.10	\$ 240,000.00	\$ 56,574.90	76.4%	
Water Deposits	\$ 3,042.90	\$ 3,000.00	\$ (42.90)	101.4%	
W&S Operating Revenue	\$ 210,468.00	\$ 255,000.00	\$ 44,532.00	82.5%	
TOTAL OPERATING REVENUE	\$ 627,202.34	\$ 835,331.89	\$ 208,129.55	75.1%	
CAPITAL REVENUE					
Capital fund carry over 18/19 - phone capital	\$ 2,400.00	\$ 2,400.00	\$ -	100.0%	
Carry over from 18/19 capital fund - town property	\$ 7,400.00	\$ 7,400.00	\$ -	100.0%	
Transfer from general operating fund	\$ 7,240.00	\$ 7,240.00	\$ -	100.0%	
	\$ 17,040.00	\$ 17,040.00	\$ -	100.0%	
TOTAL REVENUE	\$ 644,242.34	\$ 852,371.89	\$ 208,129.55	76%	
TOTAL EXPENSES	\$ 677,486.99	\$ 852,371.89	\$ 174,884.90	79%	

Consolidated Working Budget - Expense

July 1, 2019 - June 30, 2020

20-Mar

OPERATING EXPENSES	2019 Actual	2019 BUDGET	Remaining	%
GENERAL & OVERHEAD				
Advertising	\$ 1,908.59	\$ 2,000.00	\$ 91.41	95%
Audit	\$ 6,300.00	\$ 6,300.00	\$ -	100%
Bank Charges		\$ 50.00	\$ 50.00	0%
Beautification	\$ 2,613.39	\$ 3,000.00	\$ 386.61	87%
Council/Mayor Salary	\$ 4,200.00	\$ 6,000.00	\$ 1,800.00	70%
Dues/Permits/Licenses	\$ 2,673.00	\$ 3,500.00	\$ 827.00	76%
Electricity	\$ 11,696.96	\$ 13,000.00	\$ 1,303.04	90%
Fire Programs Expense	\$ 10,000.00	\$ 10,000.00	\$ -	100%
Gas - Maintenance vehicles & equipment	\$ 1,760.66	\$ 2,500.00	\$ 739.34	70%
Insurance - VML	\$ 15,541.00	\$ 13,645.00	\$ (1,896.00)	114%
Insurance - Health	\$ 57,588.70	\$ 56,436.00	\$ (1,152.70)	102%
Insurance - Aflac	\$ 6,286.90	\$ 7,000.00	\$ 713.10	90%
Internet	\$ 1,275.00	\$ 1,700.00	\$ 425.00	75%
IT Support	\$ 3,720.00	\$ 4,000.00	\$ 280.00	93%
Legal Fees	\$ 13,750.00	\$ 15,000.00	\$ 1,250.00	92%
Louisa Land Fill Charges	\$ 1,675.09	\$ 1,500.00	\$ (175.09)	112%
Mileage Reimbursement	\$ 1,119.05	\$ 1,200.00	\$ 80.95	93%
Miscellaneous	\$ 1,002.13	\$ 500.00	\$ (502.13)	200%
Office Cleaning	\$ 3,000.00	\$ 3,600.00	\$ 600.00	83%
Office Heat	\$ 544.85	\$ 2,000.00	\$ 1,455.15	27%
Office Supplies	\$ 17,293.13	\$ 17,000.00	\$ (293.13)	102%
Payroll Taxes	\$ 12,869.13	\$ 18,000.00	\$ 5,130.87	71%
Planning Commission		\$ 500.00	\$ 500.00	0%
Postage	\$ 1,797.28	\$ 2,200.00	\$ 402.72	82%
Repair & Maintenance	\$ 9,281.68	\$ 12,000.00	\$ 2,718.32	77%
Refund for Tax overpayment		\$ 500.00	\$ 500.00	0%
Salaries	\$ 181,859.52	\$ 236,028.00	\$ 54,168.48	77%
Telephone	\$ 4,845.92	\$ 6,800.00	\$ 1,954.08	71%
Training & Conferences	\$ 100.00	\$ 100.00	\$ -	100%
Trash Service	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00	83%
Uniforms	\$ 620.52	\$ 1,000.00	\$ 379.48	62%
Virginia Retirement System	\$ 9,608.74	\$ 26,208.00	\$ 16,599.26	37%
Walton Park	\$ 833.96	\$ 500.00	\$ (333.96)	167%
Webpage Maintenance	\$ 1,625.05	\$ 1,000.00	\$ (625.05)	163%
Capital Fund		\$ 17,040.00	\$ 17,040.00	0%
Debt Service	\$ 16,126.00	\$ 17,592.00	\$ 1,466.00	92%
Transfer to reserve fund		\$ 5,832.89	\$ 5,832.89	0%
General Operating Expenses	\$ 428,516.25	\$ 545,231.89	\$ 116,715.64	79%
CEMETERY				
Buyback		\$ 1,800.00	\$ 1,800.00	0%
Perpetual Care	\$ 2,260.00	\$ 3,500.00	\$ 1,240.00	65%
Fertilizer, Mulch, and Maintenance	\$ 414.64	\$ 12,000.00	\$ 11,585.36	3%
Salary reimbursement to general fund		\$ 14,547.00		
Software		\$ 3,000.00		
Transfer to cemetery reserve	\$ -	\$ 253.00		
Cemetery Operating Expenses	\$ 2,674.64	\$ 35,100.00	\$ 32,425.36	8%
WATER & SEWER				
Asset Management	\$ 14,335.66	\$ 14,335.66	\$ -	100%
County Wastewater Treatment	\$ 72,271.30	\$ 75,000.00	\$ 2,728.70	96%
County Water Purchased	\$ 8,520.48	\$ 30,000.00	\$ 21,479.52	28%
Electricity	\$ 8,562.28	\$ 12,000.00	\$ 3,437.72	71%
Hook up fee paid to LCWA	\$ 2,000.00	\$ 1,000.00	\$ (1,000.00)	200%
Repairs & Maintenance	\$ 61,607.69	\$ 30,000.00	\$ (31,607.69)	205%
Water Deposit Refunds	\$ 618.54	\$ 500.00	\$ (118.54)	124%

5/8/2020

Consolidated Working Budget - Expense

July 1, 2019 - June 30, 2020

Water Testing/monitoring	\$ 14,457.61	\$ 13,000.00	\$ (1,457.61)	111%
Training for water & sewer	\$ 100.00	\$ 2,000.00	\$ 1,900.00	5%
Software		\$ 3,000.00	\$ 3,000.00	0%
Debt service	\$ 49,599.00	\$ 49,000.00	\$ (599.00)	101%
Transfer to water & sewer reserve		\$ 25,164.34	\$ 25,164.34	0%
W&S Operating Expenses	\$ 232,072.56	\$ 255,000.00	\$ 22,927.44	91%
TOTAL OPERATING EXPENSES	\$ 663,263.45	\$ 835,331.89	\$ 172,068.44	79%

CAPITAL EXPENSES

Repairs/upgrades to town property	\$ 10,000.00	\$ 10,000.00	\$ -	100%
DMV Switch		\$ 500.00	\$ 500.00	0%
Upgrade Server		\$ 1,000.00	\$ 1,000.00	0%
Upgrade firewall switch	\$ 560.50	\$ 540.00	\$ (20.50)	104%
Upgrade Phone System	\$ 3,663.04	\$ 5,000.00	\$ 1,336.96	73%
Total Capital Expenses	\$ 14,223.54	\$ 17,040.00	\$ 2,816.46	83%
TOTAL EXPENSES	\$ 677,486.99	\$ 852,371.89	\$ 174,884.90	79%

**Town of Mineral Stats
March 2020**

Mineral Ave

911 Misdeal - 1
ACO call - 1
Alarm Bank - 1
Civil Paper Service - 1
Disorder/Domestic-Verbal - 1
EMS Call - 1
Escort - 1
Larceny - 1
MVC-No Injuries - 1
Property Check - 1
Traffic Stop - 5

Piedmont Ave

Civil Paper Service - 2
EMS Call - 1
Traffic Road Hazard - 1

Louisa Ave

Civil Paper Service - 2
Disabled Vehicle - 1
Traffic Stop - 5

Richmond Ave

ATL - 1
BOLO - 1
Civil Paper Service - 1

Albemarle Ave

Traffic Stop - 1

E First St

Disorder/Domestic-Verbal - 1
EMS Calls - 2
Traffic Stop - 3

E Fifth St

Civil Paper Service - 2
EMS Call - 1

E Sixth St

Suspicious Activity - 1

W Seventh St

Civil Paper Service - 1

W Eighth St

Traffic General Complaint - 1

W Ninth St

Suspicious Activity - 1

**Town of Mineral Stats
April 2020**

W Eighth St
EMS Call - 1

Mineral Ave

ACO call - 1
BOLO - 4
Child Custody Issue - 1
Civil Paper Service - 2
Disorder/Domestic-Physical - 1
EMS Call - 2
Fireworks Complaint - 1
Suspicious Activity - 1
Traffic General - 1
Traffic Stop - 4

Piedmont Ave

Civil Paper Service - 2

Virginia Ave

Civil Paper Service - 1

Louisa Ave

Civil Paper Service - 1
Suspicious Activity - 1

Richmond Ave

Civil Paper Service - 2
Suspicious Activity - 1

Albemarle Ave

Disorder/Domestic-Verbal - 1

W Lee St

EMS Call - 1

E First St

BOLO - 3
EMS Calls - 2
Traffic Stop - 4

E Fifth St

Civil Paper Service - 3

W Seventh St

911-Misdial - 1
Civil Paper Service - 2