



Town Council

REPORT SUMMARY

Meeting Date: October 13, 2025

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager Report

Finance

1. Budget FY27 – We will start reviewing numbers and gathering requests.
2. Audit for FY2023- The reconciliation process is starting, and we are hoping this will go smoother than FY2022 has we have more records and are more organized than last year. Our goal is to get the audit for FY23 and 24 done this year or at least 18 months.

Park Update (administrative)

1. Luck Field bathrooms – Nothing from the LL on bathrooms or the policy.
2. Lights for the park –

Water/Sewer

1. Well #4 – We have heard back from VDH and we can put Well #4 back in Use. I am working with the Water Operator to get another sample that is needed and the added chemicals needed to clean the water. This should happen next week.
2. We are fixing a leak on Mineral Ave that, is the last leak that was found by VRWA.
3. We have quotes related to fire hydrant repairs and the new builds at St Cecilia. In reviewing the estimates, these are acceptable. The budget numbers are estimates for the entire project, including materials. The Town pays for the materials separately and as water and sewer material inventory to help with the budget number. The projects usually come in under budget, given the contractor does not have to address the materials (ordering it, picking it up/delivery to the job site).

MuniCode

1. The team at municode have sent over the poofs for municode. I am reading through the proofs and comparing them to the original code, ensuring any new/updated codes are included.