



Town Council

REPORT SUMMARY

Meeting Date: March 10, 2025

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager Report

Policies

- 1- Personnel Handbook policy
- 2- Zoning Permit application policy
- 3- Fee Schedule

Finance

- 1- Finalizing the FY22 Audit
- 2- Preparing for FY26 budget
- 3- Business Licenses are now in the new software and produce a very nice license for business to showcase (sample attached)

Park Update

1. Met with Harper Electric to review electric for the Whitlock Family Park- tree lights and other projects surrounding the park attached is the quote, **motion** to move forward with this project. I would like to use money from the contracted services to pay for this.
2. The Whitlock Family Park sign will be installed in April.
3. Once we get the Whitlock Family Park's electric and lights ran we will review what the Love Park, Luck Field and school property will need.
4. Luck Field bathrooms, I did speak with the new President of the Louisa Little League, and we are working out a plan for the bathrooms. I have asked for a Key so that we can accommodate our citizens at the park during the week and weekends (day hours) I will know more about this.

Garage Door

Garage door is installed and looks nice. I plan to get some quotes regarding renovations for the building. I am getting quotes from the architects. The plans will need to be engineered and stamped for approval for building.



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Road Development

- 1- There have been lots of questions in the office about 9th street. The landowner is clearing the land to start the road development process for VDOT standards. As the Town does not have any policy or procedures on the development of an existing undeveloped road, I am working to establish guidelines.

Property

74 Louisa Ave (Ole School Property)

- Mr. Morgan is working the clearing of land. The contract was extended as agreed upon and is now at the end of March.

Water

- 1- Working on submitting grants to help with source water in the Town (our wells) and hoping to revitalize well in hopes that they will produce more water.