



Town Council

REPORT SUMMARY

Meeting Date: September 8, 2025

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Manager Report

Finance

1. Audit – no update

Park Update (administrative)

1. Luck Field bathrooms – no update
2. Lights for the park – no update

Water

1. Well #4 – All repair recommendations from Royall Pump and well and Virginia Department of Health, Office of Drinking Water were done. We are working on replacing the pump, motor and updating the electrical. Once that is done, we can move to put Well #4 back in use. NO change still waiting for VDH to give us the ok to bring the Well back to use. Waiting on the pump to come in.

MuniCode

1. CivicPlus is continuing to build out our code, everything seems to be going smoothly. I had a meeting with Brittany who informed me that we would receive proofs within the next week or so to review and then we will move to the next step of finalizing the code to be published. I will work with the attorney on the review, if there are questions. This process was merely taking our original code, all the updates and putting it together into the civicplus municode module. Once the proofs are reviewed, civicplus - municode will send us our binders for the office.

Records Retention

1. On August 21 we performed Record Retention duties. We used the Virginia Library reference and guides to remove records that were to be destroyed. We had to report these records to the Virginia Library for records. I have attached the reference material that we used to perform this. It is the responsibility of the localities to ensure they are following the retention schedule as it is report.