



MINERAL COUNCIL MEETING AGENDA

December 09, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

- A. **CALL TO ORDER**
- B. **ROLL CALL**
- C. **PLEDGE OF ALLEGIANCE**
- D. **ADOPTION OF AGENDA**
- E. **PUBLIC COMMENT**

The public will have 3 minutes to address the Council at this time for all matters not on the current agenda. The Council will not respond to the public, but will address any questions or concerns at a later time.

- F. **APPROVAL OF MINUTES**
 - 1. 8.12.2024 Minutes
 - a. Motion to approve or deny minutes
 - 2. 8.15.2024 Minutes
 - a. Motion to approve or deny minutes
- G. **ACCOUNTS PAID**
 - 1. November Accounts Paid
 - a. Motion to approve or deny accounts paid
- H. **PUBLIC HEARING**
 - 1. Reappropriation of funds for special election
 - a. Public comment

1. Tree Lighting

Refreshments start at 6:30 PM

Tree Lighting at 7:30 PM.

2. Next Council Meeting

January 13, 2025 at 6:30 PM

M. **EXECUTIVE SESSION (AS NEEDED)**

N. **BACK IN SESSION**

O. **ADJOURN**

Mayor Edwin Jarvis - Vice Mayor Ronald Chapman

Council Members: Michelle Covert, Bernice Kube, Olivia McCarthy, Rebecca McGehee,
Vacant

Nicole Washington, Town Manager, Stephanie Dorman, Town Clerk, Kelly Singletary, Town
Treasurer

Town Council meets for its regular session on the second Monday of each month at 6:30 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.



Mineral Town Council Civility Pledge

Each member of the Mineral Town Council Pledges by their signature below, individually and collectively, to practice and promote civility within the Mineral Town Council at all times, especially while in the Mineral Municipal Building or on Town property.

The elected officials of the Mineral Town Council enact this Civility Pledge intending to build a stronger and more prosperous community by advocating for positive civil engagement, respecting others, their view points, and finding joint solutions for the betterment of the community.

This Pledge, ensures that all communication - both spoken and written – shall be civil, open, honest and transparent as this is vital for cultivating trust and relationships.

This Pledge further ensures mutual respect to achieve municipal goals, recognizing that patience, tolerance, cooperation and civility is imperative to success.

This Pledge creates opportunities for finding common ground amongst individuals and engagement by all in civil discussion, seeking solutions through active listening and encouraging positive remarks and thoughtful participation.

A copy of the most currently adopted and signed Civility Pledge shall be maintained in a council member's file accessible for public inspection upon request.

Revised and Adopted October 15, 2024



MINERAL COUNCIL MEETING MINUTES

AUGUST 12, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

Members Present

Mayor Edwin Jarvis
Bernice Kube
Dave Hempstead
Bob Spedden

Others Present

Town Manager, Nicole Washington
Town Treasurer, Kelly Singletary
Town Attorney, Catherine Lea

Absent

Vice Mayor Ronald Chapman
Michelle Covert
Olivia McCarthy - arrived late

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

ADOPTION OF AGENDA

Motioned by Kube and seconded by Hempstead.

Bernice Kube - yes
Dave Hempstead - yes

Bob Spedden - yes

Motion passed 3-0-0

PUBLIC COMMENT

Tracy Hempstead, states that the Town needs an Ordinance for the three minute public comment rule. The Town Attorney clarified that the Town is under Robert's Rules and the policy is published. The Town Attorney is unaware of any state code that the Town needs an ordinance regarding this policy. Mrs. Hempstead has concerns regarding the Town Attorney and her ability to handle the housing development. She voices concerns regarding the alley that runs through the property and why it states the alley has been vacated because she cannot find the documentation proving the legitimacy of this. Mayor Jarvis called order and advised that Mrs. Hempstead provide a handout to the Council.

Rebecca McGhee, discussed how the Little League state tournament was a great chance for Council members to talk with other citizens of Virginia and represent the Town. She provided a copy of the Walton Park water bill.

Blair Nipper, would like to know when the water next to her street would be repaired.

Tony Henshaw, would like the Town to look into the property next door to his, as they have littered the yard.

Becky Vigon, invited the Town to the Farmer's Market on Saturday's from 8 a.m. to noon. She thanked the Town for their support. Mayor Jarvis thanked her for running the Farmer's Market.

Mr. McLeod emailed about his PSI.

Public comment section is closed.

APPROVAL OF MINUTES

April 9, 2024 minutes approved with modification.

Motivated by Kube and seconded by Spedden.

Bernice Kube - yes

Dave Hempstead - yes

Bob Spedden - yes

Motion passed 3-0-0

REPORTS

Treasurer's Report, Kelly Singletary thanked the Town for allowing her to work in this position and provided her background. The Town Manager has been active in working with firms for reconciliations for FY 21-22 and FY 22-23. The Town is still waiting on those audits. The Treasurer will provide those audits to Council once available. The Town is getting a new financial software system which went live July 30th. Once the general ledger is steady, the Treasurer will provide those reports with Council. Water billing will look different with this new software. Soon, the Treasurer is expecting to be able to provide electronic bills. She is excited to announce that the Town will be able to provide direct deposit for its employees. There is a modular for the cemetery in the new software. She mentions how citizens compliment how beautiful the cemetery is. The Treasurer states that the Town will be able to handle tax billing in house now. The Treasurer will still be working with the Commissioner for assessment records. The Treasurer has reached out to the Town's bank and has made a change that allows for greater fraud detection. She is actively training on fraud detection. She is also developing standards of practice for the Treasurer's position.

Town Manager Report, spoke on audits and reconciliation. The accountant firm is conducting an audit for FY 22. The firm that is handling the reconciliation of FY 23 is waiting on the accountant firm to approve the audit of FY 22 before it can proceed. She wants to ensure that we have a contract to ensure that the firm will conduct an audit for FY 23 and FY 24.

Regarding tax billing, the Town will do this in phases. Mineral will provide a "fake bill" so when citizens come in to pay, the next bill will show what was previously paid and what is still owed. Real estate and personal property taxes are due on February 15, 2025, which is a Saturday. She asks the Council and the Treasurer not to access penalties if taxes are paid on that Monday.

The Planning Commission has two volunteers who are interested in being on the Commission. Council discussed appointing the volunteers tonight.

Motion by Kube and seconded by Hempstead to appoint Nikki Dye and Teresa Newton.

Motion by Kube and seconded by Hempstead to amend the ordinance to allow seven people on the commission.

Ron Chapman will no longer be the liaison between the Town Council and the Planning Commission. Mayor Jarvis asked Council member Hempstead to take over that role and Hempstead accepted. The Planning Commission chairman, Ed Kube, asked for additional amendments to the ordinance including: changing staggered terms to match the terms as Council, a member of Town Council act as a liaison, not a voting member of the Commission, between the groups, and a vice chairman be included in the language.

Motioned by Hempstead and seconded by Kube.

Bernice Kube - yes
Dave Hempstead - yes
Bob Spedden - yes

Motion passed 3-0-0

The Town will be using the website and social media as a form of communication with citizens. The Facebook page needs protocol for what can be posted.

Town Clerk has been hired and will start August 19.

Motion to appoint Stephanie Dorman as Town of Mineral Clerk by Kube and seconded by Humpstead.

Bernice Kube - yes
Dave Hempstead - yes
Bob Spedden - yes

Motion passed 3-0-0

Town manager has spoken with the developer on Mineral Avenue, which will need to be discussed in closed session.

Attorney's Report - provided in packet to Council

Committee Report - Beautification, Council would like the Town Manager to contact property owners regarding property clean up and safety concerns. The Council authorizes the Town Manager to write Notices of Violations.

Motioned by Kube and seconded by Spedden.

Bernice Kube - yes
Dave Hempstead - yes
Bob Spedden - yes

Motion passed 3-0-0

Walton park provided tapes of what it was like growing up on Mineral that the chairman would like to have on the website.

The Travel DMV will be in Mineral in September if citizens need a real ID.

The Town Manager has met with VDOT regarding sidewalks and light poles.

DMV Report - Provided to Council.

OLD BUSINESS

Hometown hero flags, like those in Louisa, would like to expand into Mineral. Council is unsure if it has the budget to stagger poles.

Garage door quotes. Council member Kube would like to have barn doors. The door was quoted at \$4,400 and the roof was quoted at \$54,000. Town to obtain quotes for the barn door. This item will be continued to the next meeting.

Mayor Jarvis would like to set up a work session with the Planning Commission to discuss the ordinances. There are signed paper ordinances that are not currently online. The Town Manager discussed updating the online version as Council approves new amended codes. The work session will be on Aug 15, 2024 . A public hearing will be held on Aug 29, 2024 at 6:30.

Motioned by Kobe and seconded by McCarthy.

- Bernice Kube - yes
- Dave Hempstead - yes
- Bob Spedden - yes
- Olivia McCarthy - yes

Motion passed 4-0-0

NEW BUSINESS

Due to illness, Council member Covert has asked to postpone several agenda items including:

- Mineral Farmers Market
- Economic Development Main Street
- Annual Festival in the Park Theme
- Planning Ribbon Cutting Invitations

EXECUTIVE SESSION

Council went into closed session in accordance with §2.2-3711(A)(3) and §2.2-3711(A)(8) to discuss acquisition of real estate property and consultation with legal counsel.

Motioned by Kube and seconded by McCarthy.

BACK IN SESSION

Members of Council voted to certify the closed session and to go back into session.

Motion by McCarthy that Council has not waive attorney client privilege and seconded by Spedden.

- Bernice Kube - yes
- Dave Hempstead - yes
- Bob Spedden - yes
- Olivia McCarthy - yes

Motion passed 4-0-0

Motion to continue meeting to be continued to August 15, 2024 at 6:30 pm for the purposes of having a workshop to review ordinances made by Kube and seconded by McCarthy.

- Bernice Kube - yes
- Dave Hempstead - yes
- Bob Spedden - yes
- Olivia McCarthy - yes

Motion passed 4-0-0

ADJOURNED



MINERAL COUNCIL CONTINUED MEETING MINUTES

AUGUST 15, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

Phone: 540-894-5100 | townclerk@townofmineral.net

Members Present

Mayor Edwin Jarvis
Bernice Kube
Dave Hempstead
Bob Spedden
Olivia McCarthy

Others Present

Town Manager, Nicole Washington
Town Attorney, Catherine Lea

Absent

Vice Mayor Ronald Chapman
Michelle Covert

PLEDGE OF ALLEGIANCE

All in attendance stood for the Pledge of Allegiance.

NEW BUSINESS

Planning Commission

The Planning Commission requests to go back to having seven members and remove staggered terms. The Town Attorney discussed the pros and cons of having staggered terms. The Town attorney also suggested amending the language so Council could appoint a liaison for MPC. There was a discussion between Mayor Jarvis and Planning Commission Chairman Kube regarding how the chairman is appointed.

Council members discuss who should be the liaison and whether the Mayor could be the liaison. There was no vote on this matter as it is a work session.

Zoning text amendment - Code 425 Article II Residential Limited District (R-L)

The Town Manager, Nicole Washington, briefed the Council on proposed changes.

Council, Town Manager, and the Town Attorney discuss conditional use permits and the different types of homes; modular, stick built, or manufactured. The Town Attorney will provide a list of definitions to add to the code for clarification.

§425-5: Council, Town Manager, and the Town Attorney discuss the Town’s water and sewer infrastructure. The attorney suggested language for the ordinance and Council discussed wording.

Council, Town Manager, and the Town Attorney discuss what is the smallest size house that is possible to be put on a lot and at what size would a builder need to request a building permit. There was also discussion of whether there should be a minimum lot size as well as minimum square footage.

Council, Town Manager, and the Town Attorney discuss permitted uses and conditional use purposes for this zoning area.

Zoning text amendment - Code 425 Article III Residential General District (R-G)

The Town Manager briefed the Council on proposed changes.

Council discussed having mixed use development in the residential general district or if they would rather keep it solely residential.

Multi-family homes would require a conditional use permit.

Council considered language for the definition of mixed use.

Council, Town Manager, and the Town Attorney discuss the wording for water and sewer as well as the infrastructure.

Council, Town Manager, and the Town Attorney discuss square footage regulations.

Council, Town Manager, and the Town Attorney discuss monuments.

Council, Town Manager, and the Town Attorney discuss maximum heights of buildings and poles.

Zoning text amendment - Code 425 Article IV Light Commercial District (LC)

The Town Manager briefed the Council on proposed changes.
Council, Town Manager, and the Town Attorney discuss the wording for water and sewer.

The Town Manager advised on what is considered permitted use for this zone.

The Town Manager advised on what is allowed with a conditional use permit for this zone.

The Town Manager advised Council they would need to determine a set back for this zone.

Zoning text amendment - Code 425 Article V General Commercial District (GC)

The Town Manager briefed the Council on proposed changes.

The Town Manager advised on what is considered permitted use for this zone.

The Town Manager advised on what is allowed with a conditional use permit for this zone.

Council, Town Manager, and the Town Attorney discuss the wording for water and sewer.

The Town Manager and the Town Attorney discuss language for set backs, deciding to use the same language from light commercial.

The Town Manager advises that junk yards are prohibited and that Rolling Wheels will get a notice of violation.

Zoning text amendment - Code 425 Article VI Planned Unit Development (PUD)

The Mayor mentioned concerns about paved roads. The Town Manager explained she believes the roads should be paved to DMV standards. The Town Attorney suggested clarifying language for this section.

Council, Town Manager, and the Town Attorney discuss if approval for site plans are required to be reviewed by the attorney. The attorney suggested possibly changing the language from “shall” to “may.”

The Town Manager advised of potential amendments to the open space portion of the code.

The Town Manager advised of potential amendments to the density portion of the code.

The Town Manager advised of potential amendments to the setback regulations portion of the code.

Council and Town Manager discuss parking.

Council and Town Manager discuss utility easements.

Council and Town Manager discuss a timeline for how long a site plan is valid.

The Town Manager advised that the code should state that the residential houses need to be built first and then commercial. Council discussed the construction phases and having language that holds developers to building the commercial portion of the PUD.

Fees shall be determined by Council's fee schedule.

The Mayor asked what would happen if there was not a Town Manager to approve site plans. The attorney advised someone would need to be appointed.

Council and Chairman Kube discussed that there is a person interested in joining the Planning Commission. Chairman Kube advised the party to submit a letter to the Town Manager and the Mayor expressing their interest. The Mayor advised that if the party could submit their letter before the upcoming public hearing, the appointment could be addressed on that agenda.

The meeting ended without a motion for adjournment.

Date Range - 11/1/2024 To 11/30/2024 Transaction Query Vendor Range - 1ST CHOICE ELECTRICAL AND SECURITY - WHITE OAK ELECTRIC

Vend Name	TR Date	Type	Invoice Amt	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
ANTHEM	11/6/2024	CashDisb	\$0.00	\$3,320.00	\$0.00	0	INVOICE 0020194	ANTHEM INVOICE 0
AVEXON, LLC	11/22/2024	Invoice	\$732.64	\$0.00	\$0.00	0	QUOTE 14417012	FIREWALL PROTEC
AVEXON, LLC	11/22/2024	Check	\$0.00	\$0.00	\$732.64	22113		AP Checks 22113 -
AVEXON, LLC	11/22/2024	Used Inv	(\$732.64)	\$0.00	\$0.00	22113	QUOTE 14417012	Used -FIREWALL PR
BESLEY IMPEMEN	11/13/2024	Invoice	\$19.00	\$0.00	\$0.00	0	105906	Invoice - 105906
BESLEY IMPEMEN	11/13/2024	Check	\$0.00	\$0.00	\$19.00	22109		AP Checks 22109 -
BESLEY IMPEMEN	11/13/2024	Used Inv	(\$19.00)	\$0.00	\$0.00	22109	105906	Used -Invoice - 105
BESLEY IMPEMEN	11/22/2024	Invoice	\$122.97	\$0.00	\$0.00	0	35647	Invoice - 35647
BESLEY IMPEMEN	11/22/2024	Check	\$0.00	\$0.00	\$122.97	22114		AP Checks 22113 -
BESLEY IMPEMEN	11/22/2024	Used Inv	(\$122.97)	\$0.00	\$0.00	22114	35647	Used -Invoice - 356
BMS DIRECT	11/22/2024	Invoice	\$1,741.92	\$0.00	\$0.00	0	208072, 208073	Invoice - 208072, 2
BMS DIRECT	11/22/2024	Check	\$0.00	\$0.00	\$1,741.92	22115		AP Checks 22113 -
BMS DIRECT	11/22/2024	Used Inv	(\$1,741.92)	\$0.00	\$0.00	22115	208072, 208073	Used -Invoice - 208
BOWMAN	11/13/2024	Invoice	\$77,844.40	\$0.00	\$0.00	0	459685,462483	Invoice - 459685,46
BOWMAN	11/13/2024	Check	\$0.00	\$0.00	\$77,844.40	22110		AP Checks 22109 -
BOWMAN	11/13/2024	Used Inv	(\$77,844.40)	\$0.00	\$0.00	22110	459685,462483	Used -Invoice - 459
COMCAST BUSINE	11/8/2024	Check	\$0.00	\$0.00	\$1,844.19	22097		AP Checks 22097 -
COMCAST BUSINE	11/8/2024	Used Inv	(\$1,844.19)	\$0.00	\$0.00	22097	220783272,22078	Used -Invoice - 220
COUNTY OF LOUI	11/22/2024	Invoice	\$240.00	\$0.00	\$0.00	0	5907	SHERIFF DEPUTY
COUNTY OF LOUI	11/22/2024	Check	\$0.00	\$0.00	\$240.00	22116		AP Checks 22113 -
COUNTY OF LOUI	11/22/2024	Used Inv	(\$240.00)	\$0.00	\$0.00	22116	5907	Used -SHERIFF DEP
COVERALL	11/1/2024	Invoice	\$240.00	\$0.00	\$0.00	0	1380141182	Invoice - 13801411
COVERALL	11/8/2024	Check	\$0.00	\$0.00	\$240.00	22098		AP Checks 22097 -
COVERALL	11/8/2024	Used Inv	(\$240.00)	\$0.00	\$0.00	22098	1380141182	Used -Invoice - 138
DOMINION ENER	11/1/2024	Invoice	\$1,741.34	\$0.00	\$0.00	0	november	Invoice - november
DOMINION ENER	11/8/2024	Check	\$0.00	\$0.00	\$1,741.34	22099		AP Checks 22097 -
DOMINION ENER	11/8/2024	Used Inv	(\$1,741.34)	\$0.00	\$0.00	22099	november	Used -Invoice - nov

Date: 12/2/2024 9:16 AM

Southern Software FMS Transaction Query

Vendor Range - 1ST CHOICE ELECTRICAL AND SECURITY - 'WHITE OAK ELECTRIC

Section G, Item C.

Vendor Name	TR Date	Type	Invoice Amt	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
DUKE OIL	11/13/2024	Invoice	\$6.58	\$0.00	\$0.00	0	118564	Invoice - 118564
DUKE OIL	11/13/2024	Check	\$0.00	\$0.00	\$6.58	22111		AP Checks 22109 -
DUKE OIL	11/13/2024	Used Inv	(\$6.58)	\$0.00	\$0.00	22111	118564	Used -Invoice - 118
GREG CROMER AE	11/22/2024	Invoice	\$195.00	\$0.00	\$0.00	0	20X28 FRAMED P	Invoice - 20X28 FRA
GREG CROMER AE	11/22/2024	Check	\$0.00	\$0.00	\$195.00	22117		AP Checks 22113 -
GREG CROMER AE	11/22/2024	Used Inv	(\$195.00)	\$0.00	\$0.00	22117	20X28 FRAMED P	Used -Invoice - 20X
LOUISA COUNTY	11/22/2024	Invoice	\$15.00	\$0.00	\$0.00	0	4619	KUBE BUSINESS BI
LOUISA COUNTY	11/22/2024	Check	\$0.00	\$0.00	\$15.00	22118		AP Checks 22113 -
LOUISA COUNTY	11/22/2024	Used Inv	(\$15.00)	\$0.00	\$0.00	22118	4619	Used -KUBE BUSINE
LOUISA COUNTY	11/1/2024	Invoice	\$2,017.44	\$0.00	\$0.00	0	15107	Invoice - 15107
LOUISA COUNTY	11/8/2024	Check	\$0.00	\$0.00	\$2,017.44	22100		AP Checks 22097 -
LOUISA COUNTY	11/8/2024	Used Inv	(\$2,017.44)	\$0.00	\$0.00	22100	15107	Used -Invoice - 151
LOUISA COUNTY	11/1/2024	Invoice	\$24,238.62	\$0.00	\$0.00	0	557,556	Invoice - 557,556
LOUISA COUNTY	11/8/2024	Check	\$0.00	\$0.00	\$24,238.62	22101		AP Checks 22097 -
LOUISA COUNTY	11/8/2024	Used Inv	(\$24,238.62)	\$0.00	\$0.00	22101	557,556	Used -Invoice - 557,
MAIN STREET SUP	11/1/2024	Invoice	\$144.04	\$0.00	\$0.00	0	October	Invoice - October
MAIN STREET SUP	11/8/2024	Check	\$0.00	\$0.00	\$144.04	22102		AP Checks 22097 -
MAIN STREET SUP	11/8/2024	Used Inv	(\$144.04)	\$0.00	\$0.00	22102	October	Used -Invoice - Oct
RAPPAHANNOCK	11/1/2024	Invoice	\$94.13	\$0.00	\$0.00	0	October	Invoice - October
RAPPAHANNOCK	11/8/2024	Check	\$0.00	\$0.00	\$94.13	22103		AP Checks 22097 -
RAPPAHANNOCK	11/8/2024	Used Inv	(\$94.13)	\$0.00	\$0.00	22103	October	Used -Invoice - Oct
UPDIKE INDUSTRI	11/1/2024	Invoice	\$3,430.00	\$0.00	\$0.00	0	C227983	Invoice - C227983
UPDIKE INDUSTRI	11/8/2024	Check	\$0.00	\$0.00	\$3,430.00	22104		AP Checks 22097 -
UPDIKE INDUSTRI	11/8/2024	Used Inv	(\$3,430.00)	\$0.00	\$0.00	22104	C227983	Used -Invoice - C22
VERIZON	11/1/2024	Invoice	\$371.77	\$0.00	\$0.00	0	15200128OCT	Invoice - 15200128
VERIZON	11/8/2024	Check	\$0.00	\$0.00	\$371.77	22105		AP Checks 22097 -
VERIZON	11/8/2024	Used Inv	(\$371.77)	\$0.00	\$0.00	22105	15200128OCT	Used -Invoice - 152

Southern Software FMS Transaction Query

Date: 12/2/2024 9:16 AM

Vend Name	TR Date	Type	Invoice Amt	CD Amt	Chk Amt	Check Num	Doc Num	Tr Desc
VERIZON WIRELE	11/13/2024	Invoice	\$90.60	\$0.00	\$0.00	0	9977696961	Invoice - 9977696961
VERIZON WIRELE	11/13/2024	Check	\$0.00	\$0.00	\$90.60	22112		AP Checks 22109 -
VERIZON WIRELE	11/13/2024	Used Inv	(\$90.60)	\$0.00	\$0.00	22112	9977696961	Used -Invoice - 997
VIRGINIA LABOR	11/1/2024	Invoice	\$109.50	\$0.00	\$0.00	0	ORDER #2597372	Invoice - ORDER #2
VIRGINIA LABOR	11/8/2024	Check	\$0.00	\$0.00	\$109.50	22106		AP Checks 22097 -
VIRGINIA LABOR	11/8/2024	Used Inv	(\$109.50)	\$0.00	\$0.00	22106	ORDER #2597372	Used -Invoice - OR
VUPS	11/1/2024	Invoice	\$29.90	\$0.00	\$0.00	0	10240537	Invoice - 10240537
VUPS	11/8/2024	Check	\$0.00	\$0.00	\$29.90	22107		AP Checks 22097 -
VUPS	11/8/2024	Used Inv	(\$29.90)	\$0.00	\$0.00	22107	10240537	Used -Invoice - 102
WAYNES HEATIN	11/1/2024	Invoice	\$532.00	\$0.00	\$0.00	0	246976	TOWN HALL
WAYNES HEATIN	11/8/2024	Check	\$0.00	\$0.00	\$532.00	22108		AP Checks 22097 -
WAYNES HEATIN	11/8/2024	Used Inv	(\$532.00)	\$0.00	\$0.00	22108	246976	Used -TOWN HALL
				\$3,320.00	\$115,801.04			
				(\$1,844.19)				



**TOWN OF MINERAL
POLICIES MANUAL
FOIA REQUESTS**

POLICY NO.: 1.1

EFFECTIVE: 11/25/24

OVERVIEW:

This Council approved FOIA policy will provide consistency relating to the timing and manner in which its office will process and respond to such requests.

BACKGROUND:

The Virginia Freedom of Information Act (FOIA), located in § 2.2-3700 et seq. of the Code of Virginia, guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording — regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format — that is prepared or owned by, or in the possession of a public body or its officers, employees, or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

REQUESTOR RIGHTS:

You have the right to request to inspect or to receive copies of public records, or both.

You have the right to request that any charges for the requested records be estimated in advance. As of July 1, 2022, public bodies must notify requesters in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records.

If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

REQUESTING DOCUMENTS:

Requests can be made via U.S. Mail, fax, email, in person, or over the phone.

To be sure your request can be processed efficiently, your request should contain the following:

- **"Reasonable Specificity:"** This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires enough detail to be provided so that the Town can identify and locate the records being sought. Va. Code § 2.2-3704(B). There may be a delay in processing if more information is needed.
- **Your request must ask for existing records or document:** FOIA permits you to inspect or copy existing records. FOIA does not require the creation of records that do not exist, and it does not require the production of information that is not a part of records or documents. Va. Code § 2.2-3704(D).
- **Requested Format:** Format in which you wish to receive responsive documents Va. Code § 2.2-3704(G).

FOIA does not require a public body to answer questions related to their records; FOIA only requires the production of that record—if it exists. Code § 2.2-3704(D)

FULFILLING A REQUEST:

The Town of Mineral must respond to your request within five working days. "Day One" is considered the day after your request is received. The five working days do not include weekends or holidays.

The Town of Mineral requires requestors to provide your name and legal address. § 2.2-3704 (A).

All Public Records shall be open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth. It is the Town of Mineral's standard practice to deny requests that do not meet these criteria § 2.2-3704 (A).

FOIA requires that The Town of Mineral make one of the following responses to your request within the five-day time period:

- The Town provides you with the records that you have requested in their entirety;
- The Town withholds all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If the entire records are being withheld, the Town must send you a response in writing. The response must identify the volume and subject matter of the records being withheld and state the specific section of the Code of Virginia that allows us to withhold the records;
- The Town provide partial release of the records that you have requested. The Town has a duty to redact. Those portions of the public record containing information subject to an exclusion under the chapter or other provision of law may be withheld, and all portions of the public record that are not so excluded shall be disclosed if cannot withhold an entire record if only a portion of it is subject to an exemption;
- We inform you in writing that the requested records cannot be found or do not exist. If the Town is not the custodian of the records but knows of another public body that may be the custodians for the requested records, the Town will include contact information for the other public body in our response to you;
- If it is practically impossible for the Town of Mineral to respond to your request within the five-day period, the Town must state in writing an explanation of the conditions that make the response impossible. The Town will then invoke the seven-day extension provided under FOIA. § 2.2-3704 (4).

In large requests, the Town of Mineral may petition the appropriate court for additional time, however, the Town will first work with the requester concerning a reasonable production date.

Requests will be considered withdrawn if the public body does not get a response from the requester within 30 days of providing the cost estimate. Code § 2.2-3704 (F).

As allowed under § 2.2-3704 (F), "...a public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost."

The Town of Mineral does not have a fixed charge for accessing or searching for records.

Fees to produce FOIA requests are charged based on the time spent by the individual(s) compiling and redacting the record(s) and additional charges. The fee for time spent is calculated by the employee's hourly rate (the total annual salary of the individual divided by 2,080 hours) multiplied by the time of production (measured in 15-minute increments).

The Town will take all reasonable precautions to keep personnel time and costs to a minimum, however, in some cases, it may be necessary for multiple personnel to participate in responding to a FOIA request.

Paper copy reproductions will be charged at \$.25 per page.

Standard USPS postage rates apply if the responsive records need to be mailed.

If the Town estimates that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. Daily tolling will be paused until the deposit has been paid.

If the Town estimates that it will cost less than \$200, an invoice will be attached to the production of the records.

You may request that the Town provide an estimate in advance. If you do not respond within 30 days, then your request will be deemed to be withdrawn.

The Town will require payment of past-due FOIA invoices, greater than 30 days past due, before processing a new FOIA request.

The Town Council authorizes the Town Attorney and designated FOIA Officer to make and disseminate periodic changes as may be requested by state law.



TOWN OF MINERAL
POLICIES MANUAL
FOIA – OPEN MEETINGS

POLICY NO.: 1.2

EFFECTIVE: 11/25/24

OVERVIEW:

This Council approved FOIA policy will provide consistency relating to open meetings of the governing body.

BACKGROUND:

The Virginia Freedom of Information Act (FOIA), located in § 2.2-3700 et seq. of the Code of Virginia, guarantees free entry to meetings of public bodies wherein the business of the people is being conducted.

A meeting is defined as: the meetings including work sessions, when sitting physically, or through electronic communication means, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. For purposes of this definition of "meeting" only, the term "public business" means any activity a public body has undertaken or proposes to undertake on behalf of the people it represents.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

NOTICE:

All meetings of the public body shall be open, except for exemptions allowed under FOIA.

The Clerk shall give notice of the date, time and location of the meeting, at least three working days in advance, by:

1. Posting notice on the Town website
2. Posting notice on the Town municipal building front door
3. Posting notice on the Town municipal building conference room door

The Clerk shall give prompt notice of special, emergency, or continued meetings.

MEETING:

At least three copies of the agenda, agenda packets, and materials shall be made available for public inspection at the meeting, unless exempt under FOIA.

Any person may photograph, film, record or otherwise reproduce any portion of a meeting that is required to be open.

Members may participate remotely in accordance with the Town of Mineral's policy.

The public body shall only go into closed session as allowed by §2.2-3711. The Clerk shall read the motion to go into closed session and shall record the vote by the public body. The motion shall contain the subject matter, purpose of the meeting, and cite the applicable exemptions.

The Clerk shall read the motion to reconvene in open session and the public body shall cast a vote to certify the closed session.

REMOTE POLICY:

The Town of Mineral shall at least once annually adopt a policy regarding remote participation, by recorded vote at a public meeting, that shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:

1. Describe the circumstances under which remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and
2. Fix the number of times remote participation for personal matters can be used per calendar year.

It shall be the Town of Mineral's policy that Council members provide not as soon as possible to the Mayor, Town Manager, and Town Clerk that they will need to attend a meeting remotely. The notice must provide a reason for needing to attend a meeting virtually. The notice must be received no later than 2 PM on the day of the meeting to allow Town staff time to process the request.

Requests to attend a meeting virtually can be approved by the Mayor, Town Manager, or the Town Clerk.

Members may only participate three times per calendar year for personal matters.

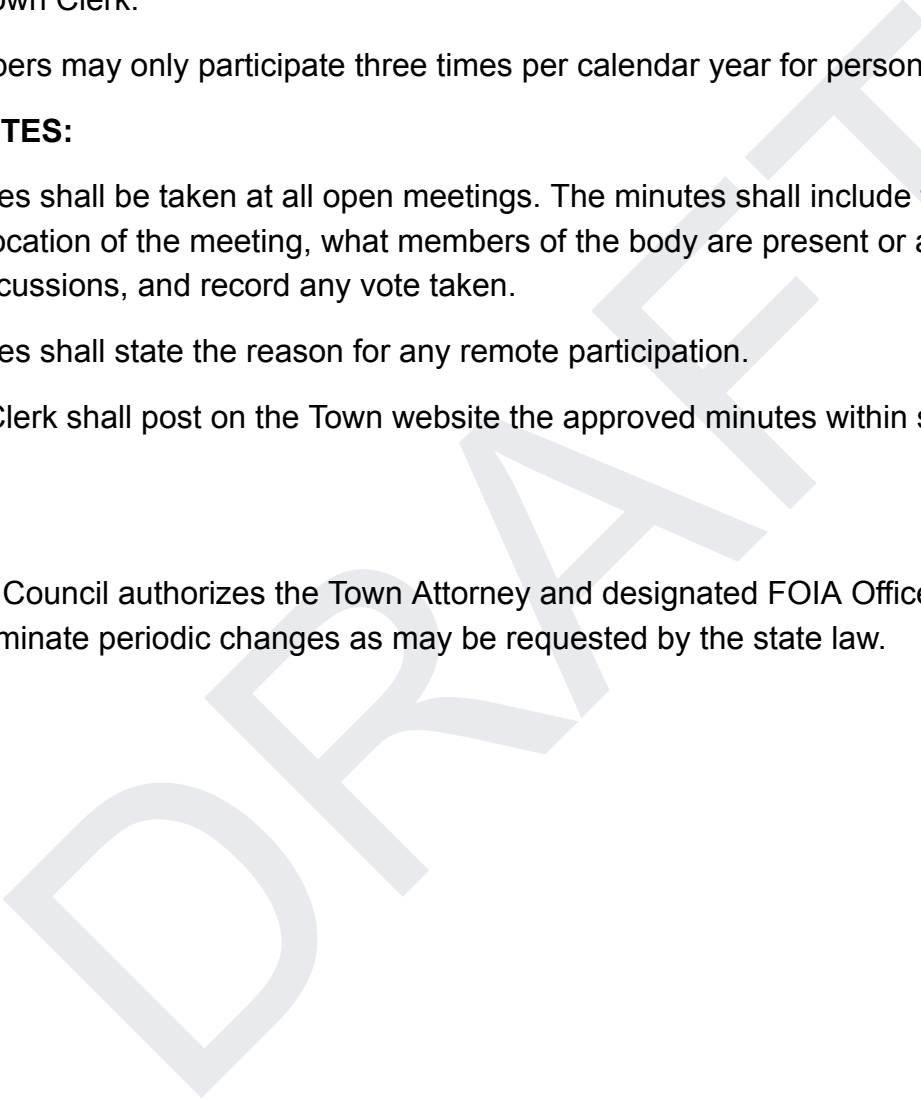
MINUTES:

Minutes shall be taken at all open meetings. The minutes shall include the date, time and location of the meeting, what members of the body are present or absent, summary of discussions, and record any vote taken.

Minutes shall state the reason for any remote participation.

The Clerk shall post on the Town website the approved minutes within seven working days.

Town Council authorizes the Town Attorney and designated FOIA Officer to make and disseminate periodic changes as may be requested by the state law.



Trans Type	Account Num	Full Name	Service Addr	Trans Amt	Running Balance	Trans Date	Trans Desc
Payment	002-0000065-1	PARK WALTON	629B LOUISA AVENU	\$25.80	\$0.00	11/12/2024	CK #8719
Bill	002-0000065-1	PARK WALTON	629B LOUISA AVENU	\$25.80	\$25.80	10/25/2024	UB Bill Transaction
Payment	002-0000065-1	PARK WALTON	629B LOUISA AVENU	\$25.80	\$0.00	10/24/2024	CK #8706
Bill	002-0000065-1	PARK WALTON	629B LOUISA AVENU	\$25.80	\$25.80	9/26/2024	UB Bill Transaction
Payment	002-0000065-1	PARK WALTON	629B LOUISA AVENU	\$38.70	\$0.00	9/18/2024	CK # 8687 (One Chec
Bill	002-0000065-1	PARK WALTON	629B LOUISA AVENU	\$38.70	\$38.70	8/26/2024	UB Bill Transaction
Payment	002-0000065-1	PARK WALTON	629B LOUISA AVENU	\$68.81	\$0.00	8/15/2024	CK #8680
Manual Bill	002-0000065-1	PARK WALTON	629B LOUISA AVENU	\$68.81	\$68.81	7/30/2024	CONVERTED BALANC
				\$318.22			



Town of Mineral Meeting Minutes
May 9, 2023

Members Present

- Ed Jarvis – Mayor
- Blair Nipper – Vice Mayor
- Ron Chapman
- Bernice Kube
- Olivia McCarthy
- Rebecca McGehee

Mayor Jarvis called the meeting to order at 6:31 p.m. Mayor Jarvis explained that since the last meeting Councilman Anthony Wade had passed. The mayor held a moment of silence in the councilman’s memory.

Pledge

The mayor called for the Pledge of Allegiance.

Mayor Jarvis called for members of the public wishing to speak during the public comment session.

Public Comment

Anitoj (AJ) Singh, who said he was one of the owners of Miller’s Market, spoke to the council about the proposal to place gas pumps at the store. He said he had looked through the agenda and saw that gas pumps were on the agenda. He said he would like to speak to that. He asked the council where in the process was that proposal. He said he would like to answer any questions that the council had.

The mayor closed the public comment.

Agenda

The mayor asked if there were any other items to be added to the agenda. The agenda was amended to include gas pumps at Millers Market, newsletter, fire department water usage. The motion to approve the agenda as amended was made by Councilman Chapman and seconded by Councilwoman McCarthy.

- Bernice Kube – Yes
- Vice Mayor Nipper – Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – Yes

Motion Passed 5-0

Minutes

Mayor Jarvis presented minutes for the December 2022 town council meeting. Jarvis said he had contacted the attorney about the minutes since there were only two members present that were on council at that time. He said the attorney said that the current council could vote on the minutes. Vice mayor Nipper brought to councils' attention that Ron Chapman was listed as absent, when he was not on council and asked why. She also brought to the council's attention that Rebecca McGehee's Comments were in the wrong place and should have been in the public comment period.

Reese Peck, consultant to the mayor, brought to council's attention that there were no minutes for November or December 2022. He also stated that the minutes need to be certified. He also said that by ordinance that the minutes need to be in order, so December needed to wait until all were ready to be passed.

The mayor moved on to the April Minutes. Councilwoman McGehee said that she understood what Mayor Jarvis was saying as it read in the April 10 minutes, but it could be interpreted in a different way. She said she felt that the minutes did not say what Mrs. McGehee was saying. It made it sound like she wasn't telling the truth. She said what the former employee said to her in detail was not in the letter.

The motion was made to approve the April 10 minutes with the modification that the attorney was in attendance electronically by Vice Mayor Nipper and seconded by Councilman Chapman.

- Bernice Kube – Yes
- Vice Mayor Nipper – Yes
- Ron Chapman – Yes
- Olivia McCarthy – Yes
- Rebecca McGehee – No

Motion Passed 4-1

The mayor brought to the council's attention that as of this meeting he had implemented a free software program that would be keeping the minutes using artificial intelligence or AI.

Town Sign

Councilwoman Kube presented three quotes for digital signs. Stewart Signs \$19,357.00, Signs Plus \$22,184.29 and Epic Signs \$25,124.99. Kube said that Stewart Signs and Signs Plus did not include the installation and according to representatives from each company the cost for that could be \$4000 to \$5000. Kube told the group that she was recommending Epic Signs because their cost included installation. She said she did not think the council wanted to go searching for a contractor to install the digital sign.

Mayor Jarvis told the council that currently he was working with an IT person to purchase the new server and computers and that maybe the council wanted to defer purchase of the sign until the cost for the computers and server was complete.

Vice Mayor Nipper suggested that the council pay the 50 percent down and install the sign at a later date.

Councilman Chapman said he would like to see the sign approved. He said that it was intended to be purchased when the building was built. He further said that it was a way to communicate with the public which he felt the council was severely lacking in at the moment.

Vice Mayor Nipper said the sign would also be available to advertise community events.

Councilman Chapman asked for the item to be placed on the agenda for the next meeting and for the committee to see if council could make a 50% deposit what would be the length of time given.

Councilwoman McGehee asked why wait? She told council members that they would still have to come up with the money.

Councilman Chapman made the motion to approve the Epic LED sign quote and have the sign installed. Councilwoman McGehee seconded the motion.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

Ron Chapman – Yes

Blair Nipper – Yes

Bernice Kube – Yes

Motion Passed 5-0

Current Budget

Mayor Jarvis advised the council that work was being done on the current budget. He said they were trying to come up with last minute additions. He said the proposed budget public hearing was set to be held June 12.

Reese Peck told the council that he intended to have a copy of the budget for council on May 24. Also during the continued meeting, he recommended that council hold a public hearing on water rates, lease of old town hall and street closures. During that meeting the council would also be reviewing the budget.

The mayor asked the personnel committee what the decision on the group life insurance would be. Councilman Chapman said that he wanted to get through the budget first to see what the financial situation was like. He also said that he wanted to fill in Councilwoman McCarthy, who had been appointed to the committee since the death of Councilman Wade.

Unfinished Business

Gas Pumps at Millers Market.

Mayor Jarvis said there had been confusion about the timeline on when the application for gas pumps could come back to council. Jarvis said he had not been able to find in the Code the requirement that an item can't come before council a second time before waiting a year.

Councilman Chapman told the mayor it was State Code not the Town of Mineral Code.

Reese Peck told the mayor that the attorney said that there was a 12-month waiting period.

Mayor Jarvis asked Mr. Singh if he remembered when he made the application. Singh said he thought it was late spring early summer. However, Singh told the council that he did not want a rezoning, he was in

fact seeking a variance. Councilman Chapman said it was his understanding that the action had to wait one year from the time it came to the council, not date of the application. Mayor Jarvis said that Singh was asking for a different form of approval. He was no longer wanting a rezoning but a variance.

Singh told Council that an environmental company would be assessing the area and if the land was not suited for the pumps they would not be installed.

Councilman Chapman told council that they were putting the cart before the horse since the planning commission had not met on the subject because they had not been able to get a quorum. Reese Peck told council that if the planning commission did not meet that could not hold up the decision. They would have to meet within a certain time frame. Mayor Jarvis asked Singh for another 30 days in order for the planning commission to get their act together. After Mr. Peck said he sent a text to the town attorney, he reported later in the meeting that Andrea Erard, Town Attorney, had texted him that there was no waiting period with a variance.

Bills

Vice Mayor Nipper asked why flowers were sent to an individual and if Pure Water Virginia was to be paid the same amount each month. The mayor said the individual had a baby and the other was an introductory cost. The vice mayor also asked about the cost of sewer. Mayor Jarvis said when the manhole covers were re-lined four or five were not done because they were in a treacherous area and that they allowed for increased waste water to enter the system. He said the Utility Committee had not come up with a figure yet as to the cost for those manholes to be re-lined. He said the expense was on going.

Vice Mayor Nipper made the motion to pay the bills. Councilman Chapman seconded the motion.

Bernice Kube – Yes

Vice Mayor Nipper – Yes

Ron Chapman – Yes

Olivia McCarthy – Yes

Rebecca McGehee – Yes

Motion Passed 5-0

Councilman Chapman asked that the nameplate made for Tony Wade be delivered to his wife. The Mayor Concurred.

Review of Draft Water Rates

A copy of the draft water rates for FYI 23-24 as submitted by the utilities committee is attached to these minutes. After much discussion, the rates were to be advertised as part of the FY 23-24 budget.

Vacant Council Seat

Mayor Jarvis reiterated to the council that the vacant council seat needed to be appointed by 45 days or it would be appointed by the Court. He asked for the vacancy to be posted on the town website and Facebook. Councilwoman McCarthy said that she still did not have the login to access the page.

Newsletter

Councilwoman McCarthy reported that she would like to reinstate sending out a physical town newsletter to residents each month. She said that one of the things citizens had expressed to the council was that they needed more communication. The newsletter would include upcoming events, public hearing dates, ordinances, resolutions and vacancies on council and acknowledgements to citizens for their service.

Councilwoman McCarthy made a motion to approve a monthly town newsletter. Ron Chapman seconded the motion.

- Rebecca McGehee – Abstain
- Olivia McCarthy – Yes
- Ron Chapman – Yes
- Blair Nipper – Yes
- Bernice Kube – Yes

Motion Passed 4-0-1

Water at Fire Dept. and Walton Park

Mayor Jarvis told the council that on the rescue side of the building there was a water meter. On the side with the fire trucks there appears to be no meter. In the past the Fire Dept., on the six-inch line that goes into the station, had been allowed to fill the tankers and wash the trucks. He said he had sent the fire chief a letter that the well was not functioning and asked him to refrain from filling the tank and washing the trucks because we, the town, are paying for that water. He said they are now going to the county.

Councilwoman Rebecca McGhee stated that she wanted to support the fire department by giving them free water at Walton Park. She stated that that was where they did their fundraising. She said she wanted to support them by not charging them for water.

Councilwoman Kube told the group that the fire department should be charged for functions that were not fire related, such as the AG Fair.

Councilman Chapman stated that he agreed that the fire dept. should not have to pay for water if it was their event, but the fire department should pay for the water used by non-fire related functions.

Councilwoman Nipper said she had asked for the fire dept. to receive \$5000 in the budget.

Councilwoman Kube said that the point was the water system needs to pay for itself.

Councilwoman McCarthy clarified that when the fire dept. had functions, they should not be charged. However, if it was the county, they were charging the town for the water so the town should be paid for it by the fire department.

Councilwoman McGehee made the motion not to charge the fire department for water. It was seconded by councilman Chapman.

Mayor Jarvis clarified that the fire dept. would not be charged for fire dept. functions, but anything else would be charged to the fire dept.

- Rebecca McGehee – Yes
- Olivia McCarthy – Yes
- Ron Chapman – Yes
- Vice Mayor Nipper – Yes
- Bernice Kube – Yes

Motion Passed 5-0

Town Manager’s Report

Mayor Jarvis commented on the managers’ report. There had been a programing issue in the town software. He said that when someone gets a pay raise you have to go in and set up the amount that goes to the retirement system. He said it had been rectified. He said the cost amounted to \$3255.92

The mayor said the new LAN (server)was being relocated from the hall closet to the DMV file room. He said the file room was climate controlled and the floors were sealed and it has better ventilation than the closet.

Reese Peck said he was trying to get the calendar system up to date to reflect when to put notices in the newspaper etc. in order to keep from missing the dates. He said the system was approved in last year’s budget.

The mayor said he had to send out letters for delinquent water bills. He said he wished there was a better way to collect water bills. He said our water rates were lower than other entities. He said he wished that people would let him know their story instead of waiting two months. He said if it was a legitimate story he would try to work with them. He asked for ideas.

Councilwoman McGehee asked if they could pay a little until they could be caught up.

The mayor responded that they had done that. He said there was no written policy. He said he would be reaching out to other entities to see how they handle it.

Councilman Chapman asked it the town was following its Code. Chapman said they were not. He said he was a month behind and received a letter. He said the letter was a violation because it needed to go through the postal system and he was not 60 days delinquent. He said that council was throwing the Code out the window.

The mayor said there are six other people that are seven months late.

Vice Mayor Nipper said that maybe we could change the Code.

Reese Peck said that the Code was incorrect and that maybe the council should take the code off the website.

Councilman Chapman said that the council should follow the code that they have.

Reese Peck stated that once people know that they will be sent to court they will have the incentive to pay their bills.

Town Attorney Report – None

DMV Report

The mayor explained that they will be changing the way the DMV revenue is being reported. The report will be attached to the minutes. The DMV has a part-time position available and the DMV Connect will be returning. Dates will be announced June 1.

Beautification

Councilwoman Kube reported that the April 29 beautification festival had a good showing. However, there was a Hazmat situation and people could not get across the railroad tracks. It took until midday for people to get across the tracks without finding a detour. She also reported that the flower bed at Luck Field was weeded and watered.

Utilities

Councilwoman Kube reported that the committee would be meeting May 15 and that it has been advertised so if any other council persons want to attend it will be OK.

Buildings

Councilwoman Kube had no report

Police

Councilwoman McGehee reported that as Kube had said there was a Hazmat situation on April 28-29 in town. She said multiple power strips (surge protectors) caught fire at Truist Bank. She did not receive a report from the sheriff's dept. The fire department held their fair at Walton Park and they will also be hosting a car show June 3. She said Timmy Luck will oversee the fire hydrant inspections.

Economic Development – No report

Planning commission

Councilman Chapman said the planning commission did not have a quorum for the April meeting to decide on Miller's gas pumps. They are working on street closures and they are reaching out for volunteers for the board of zoning appeals.

Finance

Mayor Jarvis reported that they were working on the budget.

Cemetery

Councilwoman McGee said Lewis Keller asked that the clerk give clients a copy of the cemetery rules when she sells a plot. Keller will give the clerk a template for a sign to be place at the cemetery with the rules.

Personnel

Chapman reported that the committee was reviewing the health plan. He stated the council needs to fill the position currently vacant in the town. Chapman said they need to know if the money is there for the positions. He did not want to make promises and then not have the money. He felt the job vacancy advertisement should be shorter.

Closed Session

Vice Mayor Nipper made the motion to go into closed session under Virginia Code Section 2.2-3711-a3 for the purpose of discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Ron Chapman seconded the motion.

- Rebecca McGehee – Yes
- Olivia McCarthy – Yes
- Ron Chapman – Yes
- Blair Nipper – Yes
- Bernice Kube – Yes

Motion Passed 5-0

Motion to enter back into open session made by Vice Mayor Nipper and seconded by Councilman Chapman.

- Rebecca McGehee – Yes
- Olivia McCarthy – Yes
- Ron Chapman – Yes
- Blair Nipper – Yes
- Bernice Kube – Yes

Motion Passed 5-0

The motion was made to reconvene and certify that only matters identified to go into the session were discussed was made by Vice Mayor Nipper and seconded by Councilman Chapman.

- Bernice Kube – I so certify
- Blair Nipper – I so certify
- Ron Chapman - I so certify
- Olivia McCarthy – I so certify
- Rebecca McGehee - I so certify

Motion Passed 5-0

The motion was made to recess the meeting until may 24 at 6:30 at the Mineral Municipal Building.

Rebecca McGehee – Yes

Olivia McCarthy – Yes

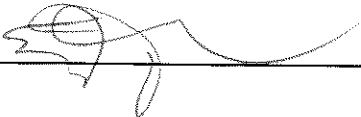
Ron Chapman – Yes

Blair Nipper – Yes

Bernice Kube – Yes

Motion Passed 5-0

Minutes respectfully submitted by Bernice Wilson Kube, Mineral Town Council.

Mayor  _____

Acting Clerk Bernice W. Kube

Brian K. Thaler
[REDACTED]
[REDACTED]

November 12th, 2024

Dear Nicole Washington,

I am writing to express my intent to serve on the Planning Commission for the Town of Mineral, Virginia. I am deeply committed to fostering a community where every voice is heard, and I believe my passion for local engagement and my understanding of our town's unique needs will provide fresh insight to the body and community as a whole.

In today's rapidly changing landscape, it is essential that all members of our community feel represented in the decision-making processes. I am dedicated to ensuring that the Planning Commission reflects the diverse perspectives of our citizens. I believe that true progress occurs when we actively engage with our community and prioritize their needs and aspirations.

Visibility and accessibility to local government officials are critical for building trust and collaboration within our town. I envision a Planning Commission that not only develops and implements strategic initiatives but also acts as a bridge between the government and the citizens of Mineral. By fostering open lines of communication, we can ensure that the concerns and ideas of our community are not just acknowledged but are integral to our planning efforts.

With my background previously working for The Department of Social Services for Stafford County, and a lifelong resident of central Virginia, I have witnessed first-hand the rapid growth within our area over the past 30 years and the need for a clear and united vision when decisioning the expansion and progress of rural planning. My goal is to work collaboratively with fellow commission members and the community to create plans that enhance the quality of life in Mineral while being mindful of our environment and heritage.

Thank you for considering my appointment to the Planning Commission. I am eager to contribute and serve the citizens of Mineral in a meaningful way. I look forward to the opportunity to discuss how I can help shape the future of our town.

Sincerely,



Brian K. Thaler



Town Council

Summary Report

TO: Town of Mineral Council

FROM: Nicole Washington, Town Manager

SUBJECT: Town Manager Report

Date: December 9, 2024

Committees

- Policy
-

FOIA

- Policy

Personnel

- Bonus, raise

Attorney

Water/Sewer

Water /Sewer-

Budget

IT – Avexon (new IT consulting firm) will started working with us today, Tuesday, November 12, 2024. We are setting a schedule for our conversion to Microsoft 365 and away from Google/gmail.

Audit – The auditors have notified us that there are documents they are going to need to finish the audit for FY2022. I am in the process of working on this request.

Fee Structure – As we move into thinking about our next fiscal year, I would like council to ponder the idea of increasing certain fees for development, review, etc. I will come up with a market value for certain fees for evaluation.



Town Council

Summary Report

Events/ Around Town

Christmas event

- Tree ordered – claybrookfarm@gmail.com
- Lights up
- Snowflakes on all posts
- Possible Garland
-

Zoning