



MINERAL COUNCIL MEETING AGENDA

July 08, 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. PUBLIC COMMENT

E. APPROVAL OF MINUTES

1. Approval of March 11, 2024 Minutes
2. Approval of April 9, 2024 Minutes
3. Approval of May 21, 2024 Minutes

F. ACCOUNTS PAID

G. REPORTS

1. Town Manager Report

H. OLD BUSINESS

1. Censure Discussion

I. NEW BUSINESS

J. EXECUTIVE SESSION (AS NEEDED)

In accordance with §2.2-3711(A)(1) of the Code of Virginia, Town Council will convene in Closed Session.

1. In accordance with §2.2-3711(8) of the Code of Virginia, Town Council will convene in Closed Session.

Motion if needed:

I move that Town Council convene in closed session for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, in accordance with Section 2.2-3711(8) of the Code of Virginia.

K. BACK IN SESSION

L. BACK IN SESSION

1. Matters by Council Members

M. ADJOURN

Mayor Edwin Jarvis - Vice Mayor Blair Nipper

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

Vacant, Town Manager, Amanda Nguyen, Town Clerk, Patricia Finch, Town Treasurer,
Catherine Lea, Town Attorney

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.

Town Civility Pledge

The Town of Mineral pledges to practice and promote civility within the Mineral Town Council.

The elected officials of the Mineral Town Council enact this civility pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others, and their viewpoints, and finding solutions for the betterment of the community.

This pledge ensures all communication – both spoken and written – to be open, honest, and transparent as this is vital for cultivating trust and relationships.

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

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Adopted February 13, 2023.



MINERAL COUNCIL MEETING MINUTES

March 11, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

Meeting was called to order at 6:30pm

B. ROLL CALL

PRESENT

Ronald Chapman

Michelle Covert- via Zoom

Bernice Kube

Olivia McCarthy- arrived at 7:32pm via Zoom

Rebecca McGehee

Blair Nipper

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

Motion to approve agenda as written.

Motion made by Chapman, Seconded by Nipper.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

Motion passed 5-0

E. PUBLIC COMMENT

No public comments

F. APPROVAL OF MINUTES

1. Approval of 02.12.24 Minutes

Motion to approve minutes as written.

Motion made by Nipper, Seconded by Chapman.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

Motion passed 5-0

G. ACCOUNTS PAID

1. Bills Paid Feb 2024

Motion to approve bills paid.

Motion made by Kube, Seconded by Chapman.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

Motion passed 5-0

H. REPORTS

1. DMV Report

Discussion was had on DMV request to purchase decals for doors, etc. Council requested a quote or estimated cost before voting.

2. Zoning Administrator Report

Mrs. Washington- The Zoning Administrator gave her report. She said that there has been a lot of inquiries regarding building within the town. She said that they need to present a zoning application prior to receiving feedback. Mrs. Washington also mentioned that she is drafting a few new zoning ordinances.

3. Committee Reports

Utilities- Working of the LEAP grant application

Finance- Working of drafting new ordinances.

Cemetery- Mr. Keller has started mowing and cleaning up to cemetery. Also, working with Mr. Staudinger to get a cement pad out at the cemetery to put a bench on.

Streets- add gravel to the ally behind the episcopal church and grate it. Mr. Staudinger gave a quote he received from Barton and Boyd to repair the road at the ball field, which would be Saint Cecilia, where they did a sewer repair. Louisa Avenue, where they just did a sewer crossing. Mineral Avenue and West fourth street where a water leak was. And then on Chestnut Avenue and on Eighth street, for the houses.

Motion made to approve the Barton and Boyd repairs.

Motion made by Kube, Seconded by Chapman.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

Beautification- getting ready for the beautification festival and receiving applications for it.

Manager Report- Informed Council that the town clerk turned in her resignation and that the new treasurer is doing well.

I. OLD BUSINESS

- 1. Reschedule April and October (lands on Columbus Day, Town Hall Closed)

Discussion was had to reschedule the April and October Council Meetings.

Motion was made to move the April meeting to the 9th and the October meeting to the 15th.

Motion made by Chapman, Seconded by Kube.

Voting Yea: Chapman, Covert, Kube, McGehee, Nipper

J. NEW BUSINESS

- 1. Board of Zoning Appeals

Town of Mineral Board of Zoning Appeals Four Year Terms

JoAnna VanArb to replace Ed Leake June 2024 (2028)

Hank Staudinger 2023 (reappoint) (2027)

Todd Hall to replace Michelle Covert 2021 (he wants the shortest term and then not to be reappointed)(2025)

Nancy Thomas to replace Todd Hall 2024 (2028)

David Lawson 2022 (reappoint) (2026)

Motion to approve the BZA appointments.

Motion made by Kube, Seconded by Nipper.

Voting Yea: Chapman, Kube, McGehee, Nipper

Voting Nay: Covert

2. Hero Flags

Discussion was had on how and where the flags would be put up. No decision at this time.

K. EXECUTIVE SESSION (AS NEEDED)

In accordance with §2.2-3711(A)(1) of the Code of Virginia, Town Council will convene in Closed Session.

In accordance with Section 2.2-3711(A)(1) of the code of Virginia, the town council will convene in Closed Meeting to consider a personnel matter concerning the Town Manager position.

L. BACK IN SESSION

Do you certify and affirm that only public business matters lawfully exempted from opening meeting requirements under the Freedom of Information Act were discussed in the closed meeting to which the certification applies? Do you also agree that only such public business matters were identified in the motion under which the closed meeting was convened were heard, discussed, or considered by council?

- I so certify-Chapman
- I so certify-Covert
- I so certify-Kube
- I so certify-McCarthy
- I so certify-McGehee
- I so certify-Nipper

Motion made to authorize council to discuss a contract with a candidate for town manager.

Motion made by Chapman, Seconded by Nipper.

Voting Yea: Chapman, Kube, McCarthy, McGehee, Nipper

Voting Nay: Covert

M. ADJOURN

Motion to adjourn.

Motion made by Chapman, Seconded by Nipper.

Voting Yea: Chapman, Covert, Kube, McCarthy, McGehee, Nipper

Mayor Edwin Jarvis - Vice Mayor Blair Nipper

Council Members: Olivia McCarthy, Rebecca McGehee, Bernice Kube, Ronald Chapman,
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Adopted February 13, 2023.



MINERAL COUNCIL MEETING MINUTES

April 09, 2024 at 6:30 PM

312 Mineral Avenue Mineral Virginia 23117

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

A. CALL TO ORDER

The Mayor called the meeting to order at 6:30pm.

B. ROLL CALL

The Mayor established that all Council members were present at the meeting.

C. PLEDGE OF ALLEGIANCE

D. ADOPT/AMEND AGENDA

The agenda was approved as presented. During the meeting, Councilman Chapman asked that the agenda be amended to change the order of voting for the Vice Mayor to before the voting of the vacant Council position.

E. PUBLIC COMMENT

There were five (5) people who signed in for public comment:

1. Debbie Moon – Commenting on water rates, the inventory grants expired in March. The inventory and replacement application due May 3, 2024. Ms. Moon had several questions related to the water project: Do you have an estimate of how much it might cost since it could be capped at \$250,000 inventory / \$500,000 replacement? Is there a plan for homeowner education on the dangers of lead in drinking water? A funding strategy for conducting lead service line replacements, which considers ways to accommodate customers that are unable to pay to replace the portion they own?
2. Paul Snyder – owner of the town laundromat – on water rates. Mr. Snyder has owned the laundromat since February 22, 2024. He is concerned about the cost of the water

and sewer in town, especially since water is his business. Asked Council to consider not increasing the fees for the Water. Asked if there li there financial assistance for towns of less than 10,000 people

3. Catherine Blair Nipper - Commented on the Town giving the Fire Department free water as they file a 501-C and would like for the Town to give the VFW free water as they file a 501-C as well, or at least discount the real estate taxes for them by not charging them tax. She noted the VFW will consider leaving town over this matter.
4. Eric Washington - He is concerned about the property beside his property – 611 Mineral Ave, Mineral VA 23117. The property beside his is abandoned and has squatters and large vultures going in and out of the house. He would like for the Town to do something about this as it is a danger to his family. He would like it cleaned up, boarded up and possibly knocked down.
5. JoAnna Van Arb – commented on the water rates, particularly about in and out of town rate differences.

F. APPROVAL OF MINUTES

The minutes from the 03/11 2024 meeting were not available for approval due to staff turnover.

- G. ACCOUNTS PAID** – Motion by Councilman Chapman to approve, 2nd by Councilwoman McGee.

Approved 5 -1 Vacant

H. COMMITTEE REPORTS

1. Water and Sewer (Covert) Comprehensive Report included in Agenda Packet

LEAP application was submitted on March 29, 2024. Water inventory is due on 10/16/2024 and repairs will start in 2025. The funding will cover the cost of the homeowner's side. Alex Casillas, Rodney McCain and Ken Talley from Virginia Rural Water Association attended the meeting to provide information to Council and the public. Plan was to discuss their role in reducing losses/costs, cutting operations costs and caring for assets & infrastructure. They are working on a long term water plan for the town. Ken is currently focusing on discovery of leaks. Once this is done, they will have a report to the Town and provide us with information to move forward.

Councilwoman Covert discussed repairs if needed, fixing the sewer linings and

extending those where needed. Gathering quotes for all of these possible expenditures that come up with the water and sewer. Possible programs to participate in for citizens are the rain barrel programs, monitoring water intake and use of water closely. The membership to the VRWA is \$400.00 annually and they will help the Town address concerns of the water pressure, use and leaks if any. The Mayor spoke about the raising of water rates and explained that the Census Bureau, when looking at Mineral, looked at all of the Mineral District and not just the Town of Mineral for the average income rate. Now that this has been addressed and it has been noted that the Town of Mineral's average income is less than the district, we will not need to raise the water rates.

2. **Beautification & Anti-Litter (Chapman)** Beautification festival is scheduled and should have good vendors and turnout.
3. **Police, Legal/Fire & Rescue (McGehee)** Fire department is getting renovated and will be out of the Town until this summer. There is a presence of black mold in the station, HVAC and ducts, and it is not safe for them to stay there. The volunteers will stay at the Kentucky Springs location. Police made 29 stops on Mineral Avenue the month of February. Tom Runnett spoke regarding the fire department and the black mold that was found. They will remove the mold, hire the experts to do the remediation. They will possibly bring in a mobile unit in town, but right now they are staying at the Kentucky Springs station.
4. **Planning Commission:** (E. Kube) Kube reported that he spoke to Ms. Wade about being on the PC now that there was a vacancy and he asked to appoint her to the vacancy. Chairman Kube completed the PC training class 4/9/2024. The Thomas Jefferson Planning District will present a draft of the Comprehensive Plan in May and both the PC and the Council will hold public hearings. Approximately 15 people attended the public Comprehensive Plan meeting in March, some providing input. After the Comprehensive Plan is approved then the zoning ordinance should be rewritten. No report from PC Liaison Chapman.
5. **Personnel** (B. Kube) New Town Manager Nicole Washington began on 04/08/2024.
6. **Streets** (Unassigned) - No Report
7. **Cemetery** (McCarthy) - No Report
8. **Finance/Audit** (McCarthy) – No Report

I. STAFF REPORTS

1. **Attorney** - Attached in the packet
2. **DMV** - Attached in the packet
3. **Treasurer** - No report
4. **Town Manager** Nicole Washington spoke regarding her new position, thanking everyone and looking forward to working in the Town.
5. **Mayor's Comments** - Negotiated the contract for the water and sewer expansion that goes along Mineral Ave beside 904 Mineral Ave, 14 dwellings that are schedule to be developed. The quotes for installation of the piping came in and the town is going with the vendor they use. Torrey Williams spoke up and acknowledged that he and the mayor spoke about the utilities for the 14 houses, he wants to work together and get an outcome for the development. Mr. Torrey Williams said the \$25,000 is a demonstration of good faith, of being a good neighbor, and he is not sure when the work will start.

Extension of the water and sewer lines to the 14 houses on Mineral Avenue at Seventh Street. Motion by Councilwoman Covert, 2nd by Councilman Chapman.

Approved 5 - Ayes, 1 – vacant

J. OLD BUSINESS

1. Council Vacancy

There were two nominations for council: David Hempstead and Tom Runnett

- A. **Mr. David Hempstead** said has lived here since 2011, he has 40 years in commercial construction and has a background in civil engineering. He bought his home in the town in 2018. He said he has never attended a council meeting but thinks being on the Council will be fun. Questions for Mr. Hempstead:
 - a. Councilwoman McGhee's questions: What made you decide to run? He spoke with Mr. Kube and talked through the nature of the position. Have you been involved in anything? He said no, just construction.
 - b. Councilwoman McCarthy's questions: What primary items to focus on: He said the AirBNBs that lake is attracting, the town needs to attract them. He said we need to do something to grab the attention of those travelers to spend money in the town.

- c. Councilwoman Kube – no questions to ask
- d. Councilwoman Covert – no questions to ask
- e. Councilman Chapman' questions: How to handle adversity during meetings? He said projects need to get done, close mouths and get to the issue. Getting everyone involved is the big step. What does the position on the Town Council mean? Mr. Hempstead said he has no idea. If you were selected, would you run again? He said yes.

B. Mr. Thomas Runnett said he has lived here his whole life, Mineral is his hometown. He was a successful write-in candidate for Council but was not able to accept it due to health issues and now he is ready to be on Council. He helped get meters in at no cost to the Town through grants. Big challenges are the two Amazon warehouses. Another is providing places for stay and live making it affordable. We need to provide safety for the citizens, more sidewalks, clean streets, etc. We need to be ready for the influx of travelers. The passenger train service will most likely use this rail. Questions for Mr. Runnett:

- a. Councilwoman McGhee – Tommy has served people in the Town of Mineral and been with the Fire Department for 47 years. He is very involved in the Town and active in the community.
- b. Councilwoman McCarthy – how do you see working with Council? He said have to do it, come to agreements and understand we are working for the citizens.
- c. Councilman Chapman - What is the next most important thing? He said Cemetery roads need to be fixed. Sidewalks and markets bring people to towns.
- d. Councilwoman Covert – What would you do different this time? He said He sees in a change in council, and he wants to do more for the Town.
- e. Councilwoman Kube- What about data centers? They do not bring a lot of people, maybe 15.

2. Vice Mayor Election - Voting for Vice Mayor - Motion presented by Councilwoman Kube, for Councilman Chapman, 2nd by Councilwoman McCarthy.

4 – Ayes, 1-vacant, 1 – abstain for Councilman Chapman as Vice Mayor

3. Status of Old Town Hall and Mineral Historical Foundation (MHF)

- a. According to Mr. Chapman, they (MHF) are closing up the Museum at the Old Town Hall.
- b. Ron Chapman said he is working to return items back to the town and the owners.
- c. He also said the MHF is not going out of business and will keep the artifacts even if closing museum. He was asked where he would keep them by Council woman McGehee but did not respond. She stated the items that belong to the town should be returned to the town.
- d. Mr. Chapman said MHF will be out of the building by end of April 2024.

K. NEW BUSINESS

LEAP (Lead Elimination Application Program) discussion – Federal Requirement.

Council took a short recess from 8:02 pm to 8:11 pm

L. EXECUTIVE SESSION

In accordance with §2.2-3711(A)(1) of the Code of Virginia, Town Council convened in Closed Session. Council members certified they spoke only of the subject matter stated while in closed session.

M. BACK IN SESSION

- 1. Motion to elect the new Council member. Motion by Councilman Chapman for all applicants to be considered, 2nd by Councilwoman Kube. There were 2 ayes and 3 nays for Mr. Runnett and, for Mr. Hempstead, there were 3 ayes and 2 nays. At 8:17 pm Mr. Hempstead was voted in as the new Council member.
- 2. Councilwoman McGehee requested a closed session to discuss Personnel Committee activity and other matters. She noted that despite being on the committee, she had

been excluded by Councilwoman Kube from knowing about or participating in Personnel matters and wanted to lodge a complaint. Town Attorney Lea noted that discussion of committee matters is not a valid reason for a closed session. Council woman McGegee then asked to address the subject in open session, saying she would like a opportunity to make a comment. Her request was denied by the Mayor who stated that she was only wishing to express emotions and he was not going to allow that. Councilwoman McGehee then asked to address Councilwoman Kube directly in the meeting and that request was also denied by the Mayor, again stating he was not going to allow Councilwoman McGehee to express her emotions. He said it would be disruptive. Councilwoman McGehee then resigned from the Personnel Committee and asked that she never be assigned on a committee with Kube again.

N. Adjourn - The meeting was adjourned at 8:19pm by a motion made from Councilman Chapman, 2nd by Councilwoman McCarthy.

Approved 5- Ayes,1-vacant

Respectfully Submitted:

*Nicole Washington &
Michelle V. Covert, PhD*

Mayor Edwin Jarvis - Vice Mayor, Ronald Chapman
Council Members: Ronald Chapman, Michelle Covert, Bernice Kube, Olivia McCarthy,
Rebecca McGehee
Town Manager, Nicole Washington; Town Clerk, Vacant; Town Treasurer, Kelly Singletary;
Town Attorney, Catherine Lea
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their request to the Clerk of Council (Town Clerk) by the final Monday of the month
preceding the meeting.



MINERAL COUNCIL WORK SESSION MEETING MINUTES

May 21, 2024 at 6:30 PM

(Continued from May 13, 2024)

312 Mineral Avenue Mineral Virginia 23117

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

The Mineral Town Council held a meeting, continued from the May 13, 2024 regular council meeting for the purpose of a work session to discuss the fiscal year 2025 budget and appropriations, on May 21, 2024 at 6:30 p.m. in the Town Council's meeting room at 312 Mineral Avenue. Present were Councilmembers Bernice Kube, Michelle Covert, Olivia McCarthy, Rebecca McGehee and David Hempstead. Mayor Ed Jarvis and Vice-Mayor Ron Chapman were absent. Staff Members present were Town Manager Nicole Washington, Town Treasurer Kelly Singletary and Town Attorney Catherine B. Lea.

The Town Manager called the meeting to order and asked the council if, in light of the absence of the Mayor and Vice Mayor, they wished to elect a member of the body to preside over the meeting. The council members declined due to the nature of the meeting.

CALL TO ORDER

The town manager called the roll, a quorum being present, and led everyone in the pledge of allegiance.

The meeting being a continuation of the May 13, 2024 no additional agenda was presented.

TOWN COUNCIL HELD A DISCUSSION REGARDING THE FISCAL YEAR 2025 BUDGET.

The Town Manager presented the revenue figures on the draft budget, noting changes to the version presented on May 13 in response to comments from council and the public. She noted that the revisions were based on a review of the financials through the end of April 2024, in

addition to projections for the rest of fiscal year 2024, then made projections for next year. There were requests for clarifications regarding the budget document and the methodology used.

The Town Manager then addressed the need to review a thirty-one percent (31%) increase in water rates. She noted that the Louisa County Water Authority was meeting and it was anticipated that they would be approving a 24% increase in water rates to the Town of Mineral and that the town would have to cover that increase.

Councilmember McGehee raised concerns that an increase would affect some people in town who are just getting by, and asked if the rates would continue to provide a lower rate for those who used less water. The town manager provided documentation to illustrate that the rate structure would remain the same as it is now., including a tier for users consuming under 1500 gallons per month.

Councilmember Covert raised concerns about the condition of the water and sewer infrastructure and the need for significant investment to make repairs and replacements of water lines and asked for an increase in the amount budgeted for that work.

A discussion followed clarifying the Cemetery funds. Ten percent of revenues received are placed in a perpetual fund, that transfer was shown in the previous draft as an expense. The town manager stated that the perpetual fund is transferred for long term and capital expenditures at the cemetery. The new financial software will show the cemetery funds as an asset. The cemetery fund pays for any expense for the upkeep of the cemetery. A discussion followed of expected future expenses including setting out additional plots and a columbarium.

The town manager next discussed water connection fees and the expectation that new water connections will be lower next year, due to the bulk payment of water connection fees for 14 new residences this year. She then discussed DMV revenue and salaries paid for staff for the DMV Select.

Councilmember Covert raised her concern that the town not rely on the DMV revenue. A discussion followed, at the end of which it was confirmed that contracts were in place or under review which would confirm the continuance of the DMV for the term of the proposed budget.

Discussion moved to expenses, beginning with personnel expenses. In response to questions from Councilmember McGehee, the town manager and town treasurer informed council that the current cost to the town for individual employee health coverage is \$849 per month, of

which the town pays \$797, or 85%. The cost for family coverage is \$2,423, The proposed budget includes a 25% payment of family enrollment, or \$406. An alternative proposal of paying the full insurance cost for the employee only was discussed, as was the comparative benefits offered by similar employers.

Further budget formatting and income regarding interest income and auditing and accounting expenses. With the new software, there would not be an additional accounting expense, so that category was reduced to include the audit. The comprehensive plan expenses were completed in the current fiscal year and are not expected to recur in fiscal year 2025. The computer server upgrades are completed. The software expense is for the financial software and the website and meeting modules. Future expenses for this category are based on usage and the budgeted amounts were determined to meet the expected cost. The new financial software is scheduled to go live on August 1, 2024.

The current software does not provide a capital improvements budget. Councilmember Covert raised her concern that the budget for water and sewer repairs was insufficient and more money needs to be put towards that. Discussion continued regarding the problems with water and sewer infrastructure and whether there was a need to budget for engineering to develop a cost estimate for needed improvements in light of the experts from the Virginia Rural Water Association who are working with the town to identify problems, as well as the risks to the town associated with those problems, the water and sewer systems being the town's largest asset. The town manager confirmed that the water system needed to be a priority.

Councilmember McCarthy discussed the legislative versus executive roles of the council and the town manager. Councilmember Covert stated that the money in the budget was insufficient to address the problems and that the committee had the right to request a budget. The town manager reiterated that the budget included funds to hire an engineer to move the project forward.

The office supplies budget was lower than the current year because new chairs were purchased and the expense was not expected to repeat in the next fiscal year. Councilmember Covert asked about the increase in legal expense, and asked if that was due to pending litigation. The attorney responded that no litigation was expected, but that her time was almost double what was anticipated in the original negotiations with council.

The town manager informed council that the new financial software would produce better reporting for council to consider.

Council then held a further discussion regarding salaries and employee retention, at the end of which councilmember McCarthy asked that staff provide council with a report of the salaries and benefits offered by other localities as a reference for the June Council meeting.

Motion was made by councilmember McCarthy, seconded by councilmember Kube to authorize the town manager to advertise a public hearing on the budget for June 10. A roll call vote was held. Councilmember Covert, aye. Councilmember Hempstead, aye. Councilmember Kube, aye. Councilmember McCarthy, aye. Councilmember McGehee, aye.

The meeting was adjourned at 7:45 p.m.

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